

Personal Assistant

Remote working | 3 days per week in a job-share role | £150/day | Initial 6 month contract with possibility for extension starting immediately

ABOUT THE SCHOOL OF INTERNATIONAL FUTURES (SOIF)

We are SOIF. Practitioners in intergenerational planning, strategy and policy. Our work has a social purpose and uses foresight to unlock insights about the future. We passionately believe that strategic foresight can help build better long-term futures for all generations.

Our client base is global and spans across governments, NGOs, philanthropic organisations, civil society, communities and the private sector. Our work focuses on foresight, security & intelligence, science & technology, infrastructure, development and governance.

SOIF is a global space for continuous connection, exploration and re-imagining of the worlds we inhabit. We navigate complex systems for a simple reason – to connect all people to the power to make change for the now and for the future. There has never been a more important time for our vision of a fairer future. Our work achieves impact by:

- Supporting policy makers and business leaders to make the world fairer for future generations
- Building organisational capacity to be resilient and future ready
- Connecting and empowering change makers of the future
- Improving the quality of innovation

We are passionate about creating a fairer world and committed to building a diverse and inclusive organisation. We have an international workforce and clients and are keen to hear from applicants across different countries and sectors. We offer flexible contracts and enable our people to balance interests and caring commitments outside SOIF. We are open to flexible working and job shares.

WHAT WE ARE LOOKING FOR

We are looking for a new job share partner for our Managing Director's existing 3 day/week Personal Assistant. Your role will be to help the Managing Director use her time as effectively as possible to keep making a difference as the organisation grows. We are looking for someone with excellent skills and capabilities, and experience of supporting someone in a senior position in a fast paced environment and demanding role. You will have a great opportunity to learn and develop insights into high profile organisations and foresight work. You will also benefit from a close partnership with somebody who has been working in this role for many years and knows the Managing Director's preference and working style well.

You will be a highly-organised and energetic administrator who is experienced in handling a wide range of administrative and organisational support tasks. You must be reliable, process driven,

efficient, able to work independently, well organised, flexible, and comfortable working in an agile and fast-moving environment, which is sometimes under pressure.

RESPONSIBILITIES

Administrative support in a job-share capacity to SOIF's Managing Director, including:

Diary management	<ul style="list-style-type: none"> ● Organising the Managing Director's busy work diary, involving frequent overseas trips, juggling conflicting priorities and coordinating appointments across different time zones. ● Proactively managing and acting as guardian of the Managing Director's time to ensure time is prioritised well to make most effective use of time. Giving and asking for feedback to enable this. ● Managing Overseas Visits: responsibilities include travel research and bookings, accommodation bookings, arranging often complex visit programmes. ● Proactively engaging with SOIF project teams to encourage them to work effectively and efficiently with the Managing Director ● Taking initiative to improve and redesign processes for greater efficiency ● Ensuring effective coordination and handover with the other Personal Assistant on days not working.
Email management	<ul style="list-style-type: none"> ● Monitoring the Managing Director's email account e.g. flagging priority messages, proactively drafting email responses, proof reading ● Providing coordination and email outreach support to project teams when personal outreach from the Managing Director is required.
Contact management	<ul style="list-style-type: none"> ● Maintaining our contacts database ● Keeping accurate records for new contacts ● Updating existing contacts ● Carrying out database searches for prospective meetings
Communications support	<ul style="list-style-type: none"> ● Ensuring activities and outputs are captured in the communications calendar ● Building and maintaining relationships with clients in your day to day work ● Developing good relationships with colleagues to help with smooth running of day to day work ● Supporting the Managing Director with her participation at events, including key messaging, preparation of Powerpoint presentations, preparation for interviews, etc. ● Assisting the Managing Director to support the practices at SOIF: Core Futures, Learning & Transformation, Intergenerational Fairness, Next Generation Foresight Practitioners (NGFP)
Finance support	<ul style="list-style-type: none"> ● Creating invoices, managing expenses claims, monitoring bank accounts.

EXPERIENCE AND SKILLS

We are looking for somebody with the following capabilities:

- A self-starter who is proactive about asking questions and clarifying expectations
- Ability to digest information from different sources and make pragmatic decisions
- Ability to carry out tasks accurately and independently with good attention to detail
- Excellent written communication skills, with experience of communicating with senior stakeholders across the public and private sector
- Experience of working in a fast-paced environment to tight deadlines

The following are basic skill requirements for this position:

- High level of proficiency in Microsoft Office and Google Workspace
- Excellent knowledge of email tools and/or CRM systems for managing outreach campaigns
- Fluent English-speaker with excellent written English (additional languages a bonus)

Application process

To apply, please send a CV and a cover letter setting out how you meet the key areas (listed above) of experience and skills to recruitment@soif.org.uk

Closing date 20 May 2022. Interviews will take place on 25 and 26 May 2022.