

PROSPIRA GLOBAL

Executive & Operations Assistant

- **Term:** 1 year fixed term contract, full time
- **Dates:** April 2024 - March 2025
- **Location:** London, UK (hybrid, 3 days working from our central London office)
- **Compensation:** £30k - £38k (based on experience)

About Prospira Global

Prospira Global is a boutique consulting agency working to accelerate global action on mental health through private sector solutions. If you are passionate about mental health, operations and want to join a small but fast growing team we would love to hear from you.

Our clients understand the need for a holistic approach to mental health and require bespoke evidence-based solutions to result in maximum impact for both businesses and the world.

Our work is guided by intelligence through our unique networks, experience and metrics to inform mentally healthy products, philanthropy, promotion, people & policies. We specialise in providing:

1. Business advisory for holistic mental health solutions
2. Philanthropic advisory for philanthropists with an interest in global mental health, including how mental health intersects with the Sustainable Development Goals
3. Implementation support for businesses, philanthropists and investors seeking to design and execute impact strategies and initiatives.

We are a values-led organisation, aiming to unlock potential of both our team and our clients to play a key role in accelerating action on mental health through effective private sector action.

The Role

We are looking for an experienced executive assistant with a passion for organisation and seamless operations in growing businesses.

As our Executive Assistant and Operations Coordinator, you will play a pivotal role in ensuring the seamless operation of our organisation while directly supporting our Founder and CEO. Your responsibilities encompass a wide range of roles including diary management, office management, and agency company administration.

You will support the administration of our office and team, and serve as the right hand to our CEO, managing their demanding schedule, coordinating meetings and travel arrangements, and handling confidential internal and external correspondence.

Your commitment to maintaining the highest standards of professionalism, confidentiality, and efficiency will contribute significantly to our growing team at Prospira Global. You will play a critical role in our small but growing team of staff, vendors and agency associates who advise our clients and undertake world leading research on the role of the private sector in having a global impact on mental health.

Your responsibilities will include:

- Managing the CEO's calendar, scheduling meetings, scheduling travel and writing briefings
- Handling sensitive and confidential information with the utmost discretion and professionalism
- Overseeing the day-to-day operations of the office
- Maintaining online tracking systems including CRM, time tracking, expenses and contracts
- Working with clients to ensure timely payment of bills
- Working with the Operations Director on strategic planning and reporting processes
- Coordinating and organising team meetings, conferences, and travel arrangements
- Managing vendor relationships including negotiating contracts and optimising cost-effective solutions
- Assisting in the planning and execution of events and meetings
- Supporting our team with general administrative tasks as needed
- Contributing to a positive office culture and collaborating with colleagues to foster a productive and healthy work environment

[About You](#)

We'd love to hear from you if:

- You have at least **3 years executive assistant experience**, ideally in a fast growing start-up environment
- You **love systems and operations**, bringing with you strong working experience with Microsoft excel, powerpoint and finance systems
- You have **strong and authentic communication skills**, especially for distilling and visualizing data in easily digestible formats with integrity
- You have exceptional **attention to detail** and demonstrate a proven track record of being **highly organized**
- Experience working within a professional environment across **cultures and geographies**
- You are **curious and humble** – you don't like leaving questions unanswered, and assume there is always more to learn
- You thrive in a **collaborative environment** and enjoy being part of a small and growing team
- You have a **passion for social change, mental health in particular**, and want to be at the forefront of private sector action for improving global mental health
- You are committed to, and demonstrate a history of being committed to, our values of **authenticity, strategy and fulfilling potential** - and believe **kindness** is important as a value in work life
- You have the **right to work** in the UK

Our ideal candidate would also have:

- *Working knowledge of Toggl (or equivalent platform), squarespace and/or Canva*
- *Worked within: an agency or consulting environment*
- *Experience working with global companies and/or high profile individuals*
- *Mental health training and/or lived experience*

- *Project management*: excellent project management skills set delivering to time and budget, as well as sharing progress and stewarding colleagues
- *Excellent written and verbal skills*: a concise, yet empathetic and emotionally intelligent communicator
- *Leadership & initiative*: thrive when given autonomy and have intuition for leading a project and stepping up to a challenge

Application Details (for this role)

- Applications open: [February 14, 2024](#)
- Applications close: [March 10, 2024](#)
- Start: [April 2024](#)

Please email applications including a CV and cover letter to hr@prospira.global by 11:59 pm (EST) by March 10, 2024. Email applications should include “EA and Operations Coordinator” in the email subject. Please refer to the job description while completing your application as candidates will be shortlisted based on how closely they match the criteria. Due to the large number of applications we usually receive, only shortlisted candidates will be contacted.

Note: no agency applications will be considered for this role.

Equal Opportunities

We are committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. We use a blind hiring approach during our application screening process.

General Applications (for future roles)

If you are interested in registering your CV for future roles or consulting opportunities that may arise with Prospira Global in our growing team, we always welcome general submissions. All general applications should be sent to hr@prospira.global with “General Application” in the subject line. We will refer to all general submissions for future opportunities, though are only able to respond to these applications when a suitable role arises.