

Personal Assistant – Public Policy, London

Instinctif Partners is an EMEA business communications consultancy. As partners in change, we help navigate societies' constantly changing rules. We provide an integrated service drawing on expertise in communications, capital markets, content & design, digital, insight, public affairs and sustainability. Our aim is to build trust through transparency and honesty, so that together with our clients, we can be a force for good. We have more than 350 employees in 11 offices across, Europe, the Middle East and Africa.

Our teams are comprised of people from a range of backgrounds, specialisms and skills, bringing wider perspectives to every challenge we work to solve – because we know the best ideas are built on diverse thinking.

Public Policy

Our Public Policy team helps build relationships, reputation, and influence in the political and public policy space through stakeholder engagement, building coalitions, and the media. Our advice, insights, and actions influence clients' operating environments and help shape their strategies and decisions. Our knowledge of the regulatory landscape equips our clients to navigate the rapidly changing times in which we live

An opportunity has arisen for a Personal Assistant within our London office. The PA will provide support to the team and be willing and able to assist Public Policy colleagues in other regional offices when required, ensuring that high levels of customer service and attention to detail are demonstrated at all times. The role will work as acting Personal Assistant for Head of Public Policy and the Managing Partner providing executive support, diary management etc. This role includes some client contact and participation in arranging events for clients.

Responsibilities

The remit of the role can be incredibly broad, and tasks and priorities shift on a near-daily basis.

the key responsibility of the role includes:

- PA to the PP Group Managing Partner as well as the UK Public Policy Managing Partner
- Extensive calendar and diary management
- Administrative support to the wider public policy UK team but in particular the Business Development Director
- Researching new business ventures and support current client work
- Administrative organisation of events that we hold for clients or other external stakeholders
- Attending meetings (external and internal to the business) to take notes and write reports (reasonably fast typing skills would, therefore, be beneficial)
- Analyse data from client and stakeholder events and engagement programmes to produce draft reports
- Coordinating schedules, meetings and appointments
- Database maintenance
- Arranging travel and booking accommodation
- Providing general administrative support to the PP UK division as well as our PP colleagues based in other offices when needed (in particular Brussels and Dublin)
- Liaising with clients, colleagues, and other PAs
- Greeting visitors and clients
- Management and oversight of business projects
- Maintaining and monitoring budgets and expenses
- Arranging dinners, social events and public appearances
- Producing timelines and reviews of projects

Key Personal Assistant skills include:

- Exceptional organisational and diary management skills
- Ideally you may have experience of co-ordinating international travel as our Managing Partner who is Group Head of public policy travels internationally regularly.
- Reasonably fast levels of typing
- Strong Power Point skills
- Mid-range Excel skills
- High levels of flexibility and adaptability
- The ability to multitask and prioritise an everchanging workload
- The ability to work under pressure and reach deadlines
- Problem-solving and decision-making skills
- The ability to work autonomously
- The ability to communicate with and present to senior management and executives
- The ability to build relationships at all levels across the business and with external contacts
- Fluent proficiency in written and verbal English
- Drafting, writing and research skills

Benefits

- 25 days of holiday + 3.5 days for Christmas break + your birthday off
- 2 personal days to use for either moving house, getting married or religious celebrations etc
- Private health insurance
- Study package available after probationary period
- Pension scheme
- Enhanced maternity & paternity leave
- Paid Emergency parental leave (up to 5 days)
- 2 volunteer days
- Individual and across team social celebrations
- Annual and new business bonus schemes
- International office exchange program

At Instinctif Partners and Truth we promote a working environment in which diversity is recognised, valued and encouraged. We acknowledge the multicultural and diverse nature of the UK workforce and society in general.

We are committed to principles of fairness and mutual respect. We particularly welcome applicants from those who are significantly underrepresented in our sector.