



The Diversity Project

Pathway Programme Virtual Assistant Vacancy

Location:

- UK, London
- Remote and flexible working
- Required to travel to London to attend meetings approximately once a month

Hours:

- Approximately 16 hours per week (some weeks may require a little more or fewer hours)
- These hours can be flexible, to suit the individual, but must be available to attend pre-scheduled meetings

Terms: This role is offered on either a consultancy or employed basis, depending on a candidate's preferences and any other consultancies.

Start date: ASAP

Apply by: 31st January 2024

Do you love organising? Have a keen eye for detail? Self-motivated? Ready to roll up your sleeves and get stuck in? Interested in Diversity and Inclusion? We are looking for a Virtual Assistant to join us on a permanent basis.

The Diversity Project (DP) is a cross-company initiative championing a truly diverse, equitable and inclusive UK Investment and Savings industry. We have over 100 member firms, ranging from the largest asset management companies to small pension fund consultants.

The DP launched a programme at the start of 2023 to develop more female fund managers. The Pathway Programme is an award-winning, first of its kind worldwide programme, and has attracted widespread interest. The programme comprises online and in-person training sessions and events. The curriculum has been developed by a team of around 25 industry professionals. In-person events are typically hosted by member firms in the City and Canary Wharf. We have 80 participants signed up to the 2024 programme and the DP is looking to hire a highly organised and motivated Virtual Assistant to assist the Programme Manager with the delivery of the programme.

Some examples of tasks you would be expected to deliver are:

- Set up links on Eventbrite for every session to allow participants to register, and manage Eventbrite registration lists
- Schedule briefing calls and rehearsals with panellists and presenters
- Open and host Zoom meetings for the virtual sessions
- Organise and attend team meetings and write meeting minutes
- Send communications to Pathway Participants and Sponsors
- Liaise with member firms to organise venues for in-person sessions and help with the event logistics and AV for these sessions
- Manage the recording of all sessions and ensure all recordings are added to our YouTube channel and our website

- Attend in-person sessions and provide support where needed

The successful candidate will exhibit the following characteristics and skills:

- Proven organisation skills and attention to detail
- Proficiency in Word, PowerPoint, Excel and other office applications. Experience with Zoom and Eventbrite preferable
- Initiative and self-motivation – this role will suit a self-starter used to progressing projects without much day-to-day guidance
- Strong people skills – an ability to build strong relationships is vital
- Creative – we are looking for someone who will be able to develop new ways of doing things that will improve our overall efficiency and effectiveness
- Experience of organising in-person and Zoom events is a plus

The DP values diversity and welcomes applications from everyone. If you have a disability and need help with the application process, please let us know.

Do you think you could help us make a difference?

We would love to hear from you.

To apply, please send a copy of your CV along with a short covering note to outline why you feel this opportunity is for you to info@diversityproject.com. Tell us why you are great!