



The Diversity Project Europe

Opportunity: Bi-lingual, experienced Personal/ Virtual Assistant, 2 days a week

Location: Virtual and Flexible – Brussels would be ideal, but not mandatory

Apply By: 20th of December 2023 to info@diversityprojecteurope.com

Calling all fantastic PAs/Vas! Are you an organisational guru and have a keen eye for detail? Self-motivated? Ready to roll up your sleeves and get stuck in? Interested in Diversity, Equity and Inclusion?

About Diversity Project Europe:

The Diversity Project Europe has just launched with eight Founding Members located across Europe and three workstreams focused on: Gender Equality, Social Mobility and Inclusive Culture. We need help to manage the administrative processes efficiently as we grow and underpin the operational working of the project. This is an opportunity to partner with very senior stakeholders across the European asset management industry, working together to drive change terms of D,E &I.

Everybody involved in the project is open, inclusive and committed to working towards a collective goal. We are also fun, engaging and passionate about using our own diversity of thought to create a lasting and positive change to make our industry more inclusive.

The Diversity Project Europe (DPE) will be affiliated with Diversity Project UK; which campaigns to create a more diverse and inclusive investment and savings industry in the UK The DPE UK was established six years ago and has over 100 member organisations, ranging from the largest asset management company, investment consultants, wealth managers, to small pension fund consultants.

We need help with:

- Maintaining membership information including key contacts and ensuring that distribution lists and information about our members on Hubspot, whilst adhering to GDPR
- Working with the DPE Lead to support new member firms and onboarding
- Arranging meetings of our Board, Advisory Council and Steering Committee including putting together agendas, meeting packs and drafting action points
- Ensuring that all key information is posted on our document sharing platform.
- Provide support for our working groups (or workstreams) including helping to arrange meetings, sharing best practice on workstream organisation, ensuring that key information

is posted on Basecamp and that all members of the workstream have access, helping to collate key information on current practices across the member firms

- Ensuring that all the workstreams are providing monthly updates
- Supporting marketing with the mailing list for our quarterly e-newsletter
- Liaising with Member Firm finance contacts on the annual cycle of financial contributions (billing).
- Maintaining key documents including the new member pack
- Contacting member firms for their annual self-assessments of compliance with agreed the commitments as needed
- This role would also include assisting in the delivery and project management of the DPE webinars/ events as needed.

We anticipate that this role would take the equivalent of two days a week and could be done flexibly within deadlines provided, ie from home, outside office hours, to suit the individual. There is the scope to agree a retainer way of working in time, for the right person.

The successful candidate will exhibit the following characteristics and skills:

- Proven and strong organisational skills
- Fluent in English and French
- Proficiency in Word, Powerpoint, Excel and other office applications
- Initiative and self-motivation – this role will suit a self-starter used to progressing projects without much day to day guidance
- Proficiency in use of video conferencing platforms such as Microsoft Teams and Zoom, Hubspot knowledge would be a bonus
- Strong people skills – an ability to build strong relationships with senior individuals is vital
- Dependability – we need someone that is reliable and trust worthy

The Diversity Project Europe values diversity and welcomes applications from everyone. If you have a disability and need help with the application process please tell us.

Do you think that you could help us make a difference? Excited for the opportunity to join us as we begin to develop Diversity Project Europe?

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 together with your hourly rates. Tell us why you are the person for the job! Please send all information to: info@diversityprojecteurope.com