

EXECUTIVE ASSISTANT

Part time, fixed term contract with probation period.

About us

Power to Prosper is a national community wealth building programme, delivered by the New Economics Foundation (NEF) in partnership with a network of community hubs across the UK. The programme works to build community-owned economic power and challenge racial and economic inequality.

Power to Prosper is in the process of becoming an independent organisation and is currently being incubated within the New Economics Foundation group. During this incubation period, contracts of employment will be offered on a fixed-term basis through NEF Consulting.' across all the jobs.

About the role

This is a hands-on Executive Assistant role providing direct support to the Executive Director (ED) and the wider Power to Prosper Senior Leadership Team. The role combines diary and executive support, meetings and events coordination, financial administration, and stakeholder liaison across NEF and the hub network.

The role also carries dedicated capacity (0.1 FTE) for the Black Asset Builders Collective (BABC) Secretariat, coordinating BABC members and meetings, and working closely with the ED and the BABC Chair.

The role requires flexibility: community hub stakeholders often work to different timelines and capacity constraints than office-based staff, and the ability to reprioritise at short notice matters more than following a fixed routine. Some travel is involved, including accompanying the ED or visiting hub and partner locations directly to help resolve issues in person.

Key responsibilities

Executive & diary support

- Manage the ED's diary, including calendar admin access and the meeting booking link, and act as the main point of contact for scheduling.
- Coordinate diary and meeting arrangements across the programme team, hub network and partner organisations.
- Prepare, record and circulate agendas and papers for programme meetings, ensuring participants are well briefed.
- Take minutes across meeting types, applying the appropriate style: informal notes for internal team meetings, and formal governance-style minutes for Advisory Group meetings.
- Some travel with the ED, or independently to hub and partner locations, to support relationship-building and help unblock issues in person.

Meetings & events coordination

- Organise programme meetings, steering groups and events, including logistics such as venues, catering, travel and accommodation.
- Act as the main point of contact for Power to Prosper events, from planning through to delivery, managing supplier and venue relationships.
- Manage attendee communications, including save-the-date and reminder sequences via HubSpot and Eventbrite.

Financial administration

- Check and verify expense claims and receipts on a regular cycle, referring approved claims to NEF finance for processing.
- Maintain accurate records of participation incentives and reimbursements.
- Liaise with hub leads on attendance fees and travel or accommodation reimbursements, escalating payment queries rather than handling invoicing end-to-end.

BABC Secretariat (0.1 FTE)

- Coordinate Black Asset Builders Collective (BABC) members and meetings, working closely with the ED and the BABC Chair.
- Act as the main administrative point of contact for BABC members.

Project admin & stakeholder relationships

- Keep project plans and CRM records up to date.
- Support the development of processes and tools that improve project administration, including expense form and workplan use.
- Build and maintain positive working relationships with internal colleagues and external stakeholders, including hub leads, coalition partners and funders.
- Work with the comms team on aspects of stakeholder and event communications.
- Offer general administrative support across the programme as required.

Person specification**Essential**

- Experience in a PA, EA or senior administrative support role, ideally supporting a director or senior leader.
- Experience of diary management and minute-taking.
- Experience of event coordination.
- Experience of basic financial administration, such as processing expenses or invoices, following internal processes.
- Strong IT and digital skills, comfortable working across multiple platforms.

- Excellent attention to detail, discretion and the ability to manage competing priorities.
- Strong relationship-building skills, including the patience and judgement to work well with community stakeholders on different timelines to an office-based team.
- Comfortable working with a high degree of autonomy, and able to take the initiative to resolve operational issues.
- A can-do attitude, willing to problem-solve flexibly and get things done.
- A commitment to race equity and have extensive experience working with Black and Brown communities

Desirable

- Experience of formal governance minute-taking (e.g. board, trustee or coalition-level meetings).
- Knowledge of HubSpot or a similar CRM system.
- Experience working within or alongside a community or coalition network.
- An understanding of confidentiality and data protection legislation.