

30th May 2022

Job alert! In search of **unique** Executive currently masquerading as a **Business Support Officer**

Join our family, help us stand out, gift us your uniqueness and become **Deilightful**.

Who are we?

We're Deilight Consulting, a fast growing, commercially minded startup Culture Transformation practice and thinktank.

As a startup, we may be new. But we've achieved a lot. We're grateful to be a fast-growing multi-award-winning, commercially-minded full service Diversity, Equity and Inclusion practice and Management Consultancy specialised in Culture Transformation. We excel at helping people, networks and organisations - large and small - thrive financially by thinking differently, embracing uniqueness, making mistakes and keeping promises. A diverse, social enterprise, we represent humanity and champion equality for all protected characteristics. We're serious about creating deilightful workplace and community cultures. We exist to ensure any firm can reach its full potential. So we seek to understand and help people not criticize them. Be deilightful. Because it's commercial, not just correct. How about you, are you serious about keeping your promises?

Who are you?

You are special. You stand out in a crowded room. Your superpower is uniqueness.

Not through entitlement, privilege or the volume of your voice, but because you dare to think, look and/or act differently, and you speak with authority, truth and purpose. You're not afraid of speaking up when you see something wrong or have an idea that others might benefit from hearing, and you listen in kind to others problems and ideas in return.

You make plenty of mistakes - we all do - but you are determined to put them right and learn from them. And you're resolute on never judging others for their mistakes. Instead you genuinely enjoy helping them become better. If you don't understand something, you simply ask. If something upsets you or doesn't feel right, you have a quiet word with those who need to hear it.

You love and respect all human beings and believe every single one is valuable and worthy of your time and investment. You enjoy listening to different perspectives and using them to form your own thought leading opinions.

You're comfortable around people passionate about sustainable social business linked to things like our climate, charitable causes, Diversity, Equity & Inclusion and solid legal compliance within corporate governance frameworks. A 'glass half full' person, you are able to resist pre-programmed, short term human instinctive self-interest to behave altruistically (for others), think longer term (about the future) and dream big (about your place within it).

The world is your oyster and you are ready to grow and thrive into a future leader who leads modestly by example, remembering nobody succeeds alone. You are

Deilightful Contract

12mnth full-time
starting August 2022
(RG06)

Deilightful Hours

4/day working week
(35hrs - fully flexible).
Be reachable Mon-Thurs
9am-7pm unless agreed

Deilightful Location

Remote (initially) with
some domestic travel.
Full flexible working
support once our London
office opens (target: Nov)

Deilightful Salary

£22k (initial) pay rising to
£25k (target) + full
benefits + uncapped
bonus

Deilightful Prospects

Strong performers
qualify for a permanent
contract, grade uplift, 1%
equity stake and +£10k
pay rise after 12mnths

Deilightful Work

Our people are at the
heart of our business, its
identity and strategy. We
promise to love, care and
listen to them, and
respond to their need

worthy of the authority and influence that comes with de-limited human potential and extraordinary opportunity, because your goal is to bring others unlike you with you as you rise.

What delightful things will you be doing?

Reporting directly to the Founder and CEO as his right-hand person, you'll play a critical role in forming our firm's identity as we transform from an unknown commodity into a world leading authority on driving cultural change in the UK and beyond. You're primary responsibilities will be to ensure we never let our people and clients down, by delivering organizational excellence through scheduling, administrative and coordination tasks, such as:

- Manage scheduling and prioritizing workflow for our leadership team
- Draft, review and send communications on behalf of our leadership team
- Onboard new people into our family, including systems setup, needs assessments and orientations
- Organize and prepare for meetings, including gathering documents and tending to meeting logistics
- Answer and respond to phone calls, communicate messages and information to our leadership team
- Prioritize letters and emails, preparing replies or responding when necessary on behalf of our firm
- Coordinate executive travel arrangements
- Prepare, reconcile and submit expense reports
- Attend client meetings and take notes of discussions / prepare summaries for circulation
- Maintain company records, client information and key documents efficiently
- Complete a variety of training and special projects including assisting with data collection and analysis, PowerPoint presentations, financial spreadsheets and compiling client audit reports
- Ensure our ERP / CRM / Accounting systems are kept up to date with the latest company, client, deal, expenditure and income activity from across the firm
- Contribute ideas and deploy approved enhancements to our business that will better help us realise our goals.
- Watch out for emerging business risks and opportunities, helping us respond to the changing dynamics of our industry and planet

What qualities will help you thrive in this role?

We do not have minimum academic requirements at Deilight. However, successful candidates will demonstrate tangible life purpose beyond themselves, a genuine commitment to socially responsible enterprise and a leading capacity to listen and learn in areas where technical proficiency relevant to the role may fall short of what could reasonably be considered 'leading expert' level.

These qualities would greatly assist any candidate in thriving through this role:

- Exceptional written and conversational linguistic, listening and other broader communicational skills
- Excellent organization and time management skills
- Strong familiarity with Microsoft Office Suite, Google Suite and/or HubSpot CRM
- Comfortable interacting with senior executives
- Resourceful, helpful, high energy positive team player tolerant to the stress of a fast startup business environment

To apply

Please email a copy of your CV/resume and cover letter (optional) to hello@deilightconsulting.com. Applications close 30th July. Candidates meeting advertised criteria will be invited to an informal discussion with our Founder, followed by a separate formal interview under dual control. Appointment will be confirmed in September.