

Role Title	PA and Team Assistant
Responsible To	Head of Finance and People
Salary	£32,000 - £35,000
Primary Location	London/UK-based (hybrid working, minimum 1 day/week in-person in London), must have right to work in the UK.
Position Type	Initial 1-year full-time fixed term contract with the possibility of a contract extension dependent on funding.
Submission deadline	Friday 24 th April 2026
Start date	ASAP
About GDI Hub	
<p>Our mission is to accelerate ideas into impact for a more just world - for disabled people, and all people. Our vision is for disability inclusion and social justice. We work towards a world without barriers to participation, where everyone has the opportunity to live a joyful life.</p> <p>We are a world leading delivery and practice centre, an Academic Research Centre at UCL (University College London) and the first WHO Global Collaborating Centre on Assistive Technology (AT). We work in 40+ countries, with a reach of more than 64 million people since 2016, GDI Hub develops homegrown technologies alongside new knowledge and research.</p> <p>In collaboration with global partners, we deliver accelerators and market shaping initiatives - building ecosystems with a focus on low-and middle-income countries. An Academic Research Centre and a Community Interest Company, our diverse portfolio and unique set up enable rapid translation of research into practice.</p> <p>Launched in 2016 as a legacy of the London 2012 Paralympic Games, our office and research lab continue to be based on the Queen Elizabeth Olympic Park, at UCL's East London campus. GDI Hub is home to the UK Aid funded AT2030 programme which tests 'what works' to improve access to life- changing Assistive Technology (AT) for all.</p> <p>We accelerate new solutions through innovative partnerships and multi-disciplinary thinking.</p> <p>Our strategic goals include:</p> <ul style="list-style-type: none"> • Include: Create deep community leadership & engagement • Inquire: Generate new evidence & insights. • Incubate: Develop & test tech inspired solutions. • Invest: Bring effective solutions to market. • Integrate: Strengthen systems to make inclusion a reality. • Impart: Educate & learn from change makers 	

GDI Hub values inclusion as a core business success factor. We are a Disability Confident (Committed) employer and actively seek to attract employees from diverse backgrounds and particularly welcome applications for this role from disabled people and people from all cultural and faith backgrounds. The accommodation of reasonable adjustments is business as usual for us.

The role requires one day a week in our London based offices either in Stratford on the Queen Elizabeth Olympic Park or Euston Road.

Role Purpose

GDI Hub CIC is seeking an experienced PA/ Team Assistant to provide high-level support to its CEO and Academic Director as well as support the wider team.

The successful candidate will enable the CEO and Academic Director to be more effective by providing proactive administrative, communication, and operational support. The role will act as a key coordination point across the organisation, ensuring priorities are managed, diaries are coordinated, and that the CEO and Academic Director's time is used strategically.

In addition, the candidate will also support the wider GDI Hub CIC team, particularly Operations, Comms and Project Delivery.

Across all elements of the role, the successful candidate will need to work with multiple colleagues and balance competing priorities. Responsibilities will include diary and time management, handling written communication, arranging national and international travel and logistics, event coordination, administrative support, and meeting and document preparation. This role will work closely with members of the GDI Hub team, with some interactions with external partners, collaborators and stakeholders.

We are looking for a candidate with strong organisation, administrative and communication skills. The ability to work in a changing environment is essential, as is a coordinated approach and willingness to take on new tasks.

Successful candidates will need to be proactive and organised with excellent attention to detail.

Responsibilities

Personal assistant

- Manage complex calendars, scheduling internal and external meetings and setting reminders
- Prioritise appointments and resolve scheduling conflicts where these arise
- Ensure the CEO/Academic Directors time is used efficiently and plan for commitments in advance
- Track director credit/debit card spending and supply timely copies of receipts as required
- Collate/ process expense claims
- Monitor and manage inbox as required
- Point of contact for internal and external stakeholders

Travel & Logistics

- Arrange international travel, accommodation, transport and itineraries for both Directors and project staff
- Arrange travel visas for Directors
- Manage travel alterations and resolve issues promptly

Administrative Support

- Implement and maintain procedures/ administrative systems
- Support CEO/Director with line-management administration (1:1s, objective setting etc)
- Provide basic budget tracking and administration
- Maintain organised filing systems
- Draft and prepare routine correspondence
- Prepare presentations and documents
- Maintain accurate records and contact databases
- Provide IT support and troubleshooting where needed

Meeting & Document Preparation

- Assist CEO/Director with meeting prep as required
- Prepare agendas and collate meeting papers
- Take and distribute meeting notes/minutes where required
- Track actions and follow up on outstanding items

Team Assistant

- Process staff travel claims for payment, checking receipts and sign off from line managers
- Logistical support for UK based events inc. away days for venues, travel, materials
- Logistical support for project events and workshops (UK & overseas)
- Ad-hoc diary coordination for group events
- Contract management support; including due diligence info and evidence gathering
- Support Comms and other teams as required

This is not intended to be an exhaustive list and the need for flexibility, taking responsibility and working with other members of the team is required. The role-holder is expected to carry out any other related duties that are within their skills and abilities whenever reasonably instructed. This is a description of the role as it is at present. It is the practice of GDI Hub CIC to review role profiles regularly to ensure that they relate to the role being performed. These reviews will be carried out by the line manager in consultation with the role holder.

Experience and Qualifications

The successful candidate is expected to demonstrate the following criteria:

Essential:

- Experience of providing excellent PA support to Directors
- Strong attention to detail
- Professional written communication
- Excellent judgement and discretion

Desirable:

- Experience of providing high level PA support to multiple directors
- Experience of general administration
- Experience of working in a university setting
- Interest in working for a community interest company
- Interest/ knowledge of the disability sector

Role Competencies

Skills and abilities

- Excellent verbal and written communication skills, with attention to detail
- Excellent organisational and time management skills, including the ability to work effectively on numerous projects simultaneously – both independently and collaboratively
- Excellent computer literacy across all Office applications (Outlook, Word, Excel, PowerPoint)
- Confident to learn new computer packages with ease (e.g. bespoke University finance systems)
- Excellent interpersonal skills with the ability to liaise comfortably with all levels of staff external individuals
- Able to understand financial information

Attributes

- Patient and supportive
- Happy to use own initiative to suggest and try new approaches
- Adaptable and resilient with the ability to work effectively under pressure
- Flexible and excited to adapt to changing scenarios
- Personable and relatable
- Pride in creating streamline approaches to maximise outputs.

Application Procedure

The role is offered on flexible terms, and the accommodation of reasonable adjustments is business as usual for us.

To apply for this role, please submit your CV and a covering letter describing how your skills and experience are relevant [here](#). Applications are considered as/when they come in so we encourage applying as soon as possible.

AI Policy

GDI recognises that candidates may wish to use AI to support their job application. However, over reliance on AI-generated content is discouraged and may diminish your chance of success. AI can be used to enhance your application with regards to spelling, grammar and structure. However, the content and writing style must be your own and be reflective of your own skills and experience and personalisation is essential to convey your individual skills, knowledge, and experiences effectively.

GDI does not use AI as standard to shortlist applications or select candidates for interview.

We have made every effort to make this process accessible. However, if for any reason you find it is not, please let us know and we will make an adjustment. We encourage early applications.

Reminder: Applicants must have the right to work in the UK.