

Amazing, invaluable, a genius!

Get them in the right place, at the right time.

What we need you to do

Make it easy for clients to pay – promptly.

The number one priority is always to get invoices out. Our partners don't get a salary so they totally count on us to get the money in and we can't do that if we haven't sent an invoice and that's where your first and most important task comes in. Move mountains to get invoices out without the slightest delay.

Be there for your partners and their customers.

You represent Positive Momentum's dedication to our partners and their customers. Your role is crucial in influencing their satisfaction and fostering positive relationships. It's a major responsibility and we need you to take it we need you to take it earnestly.

Get us in the right place, at the right time.

Our partners engage in global initiatives, requiring flexible and precise diary management to ensure they meet their client obligations effectively, regardless of location.

Things can (and very often do) change at the last minute. Your partners need you to be totally on top of their schedules so that they are in the right place at the right time and with the right information.

Make your partners more successful. Our partners worry most about where the next engagement is coming from and since they are accountable for generating their own business a massively important part of your role is in helping them secure coffee-to-cash meetings and then winning key opportunities. The ways you can help are myriad but it all starts with appreciating your partner's professional and personal goals, thinking ahead to make sure they have as much work as they want and providing tailored guidance to help them achieve this.

Where you work

The living room, your dining room, even the garden when the sun shines. Anywhere you like really. Occasionally we'll meet up as a team so you need to be okay with that, but otherwise up to you.

How we'll judge your performance

That's easy. If our partners love you then so do we. And our partners will love you if our clients love you. **Simple as.**

What you need to be like

Totally organised – you're going to be spinning a lot of plates, a good system will be your superpower.

Really responsive – if a client or partner contacts you they need to know you've listened to them.

Proactive – the kind of person who is always thinking ahead and doesn't wait to be asked.

Tech savvy – your laptop and your smartphone are your tools of the trade so you'll need to be up to speed and sometimes ahead of the game!

Unflappable – things change all the time at Positive Momentum so we'll need you to be calm in the face of the occasional hurricane.

A team player – working remotely in a team takes effort and the aptitude to relate to and identify the diverse needs of our team and partners.

Positive and open – We hugely value feedback but as is sort of obvious given what we do, Positive Momentum is no place for people whose default is to complain or become defensive.



Positive Momentum is climate positive – meaning that our activity goes beyond achieving net zero carbon emissions to actually create an environmental benefit by removing additional carbon dioxide from the atmosphere.

Positive Momentum is committed to creating a diverse environment and is proud to be an equal opportunity employer. We encourage applications from individuals of all backgrounds, experiences, and perspectives, as we believe a diverse team is key to our success. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.



POSITIVE MOMENTUM
no nonsense business expertise



Employee

Benefits



Working from home permanently with IT set up provided



Flexible working hours



Generous holiday allowance



Ongoing training and personal development



£32–34k per annum

Life insurance

Eyecare scheme

Matched giving

Paid time-off for community work

Pension scheme

Annual bonus after 2 years

Why work at Positive Momentum?

Our Support Team play an absolutely critical role in delivering excellence for both our partners and for our clients. The passion and skills you bring to the role are vital to the way the business and its partners have continued success.

We work hard in Positive Momentum to ensure it is a good place to work – we believe family should always come first, and we help you create a good work/life balance supporting you with everything you need to do a good job and make the most out of life.

Here's what our current EA's say

"I feel very proud to work for Positive Momentum, it's a fantastic company and both my colleagues and clients are very supportive and helpful. Overall a great place to work."

"When I am asked where I work, I am proud to say Positive Momentum and talk about why I enjoy working here – great people, wonderful support and amazing benefits, which underpin health and wellbeing and a desirable work life balance."

"Working at Positive Momentum offers me the flexibility to better meet my family and personal needs. It's great to be able to manage my own work schedule & avoid the time & stress of commuting."

"I enjoy working for Positive Momentum because of the freedom it gives me to just pick up my laptop and work from where I choose to be that day – be it my office, the garden, or a coffee shop."

Certified



Corporation

This company meets the highest standards of social and environmental impact



Positive Momentum is climate positive – meaning that our activity goes beyond achieving net zero carbon emissions to actually create an environmental benefit by removing additional carbon dioxide from the atmosphere.

Positive Momentum is committed to creating a diverse environment and is proud to be an equal opportunity employer. We encourage applications from individuals of all backgrounds, experiences, and perspectives, as we believe a diverse team is key to our success. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.



POSITIVE ●
MOMENTUM
no nonsense business expertise