



Team Coordinator

Introduction

MHP Mischief is a unique combination of two market-leading brands. Together, we are greater than the sum of our parts.

We are a collection of 200 communications specialists, blending behavioural science, influencer strategy, creativity, audience insight and industry expertise.

MHP helps clients navigate the volatile, activist and tribal Networked Age. Mischief is engineered to win in the Attention Rebellion era.

Our specialist areas include consumer comms, corporate reputation, crisis management, capital markets, public affairs, health and financial services.

We represent some of the most-loved, most-trusted and most intensely scrutinised brands in the country, including AstraZeneca, Coinbase, Huawei, Innocent, JustEat, Lego, Restaurant Group, Marshmallow and Sky.

The role

The role will:

Be an integral part of the central Support team- assisting the other Team Co-ordinators, providing cover during holiday periods and general duties as directed by the PA to CEO.

Provide PA and administrative support to one of our Practice Head's:

- Diary management for Head of Practice including booking meetings and travel
- Liaising directly with clients on behalf of Practice Head when appropriate
- Processing expenses

Provide administrative and operational support to the wider team. This role will support the effective delivery of client service, marketing activity and day-to-day operations of the practice.

- Providing administrative support to client team; including but not limited to:
 - Assisting the team with:
 - completing any photocopying and printing of bulk documents for client pitches / and meetings
 - binding bulk documents for client pitches / and meetings
 - managing mailers and RSVPs for client events
 - completing any mail merges / admin and documents for client events
 - facilitation of mailing clients / prospective clients with information and/or gifts
 - Play a key role in the coordination and logistics for team meetings, as well as notetaking when required
 - Coordinate logistics prior to and during client meetings and client events. In some cases, attending the events to ensure a smooth running, provide on-hand support
 - PowerPoint creation for perspective client pitches and internal meetings
 - Work closely with Design to put together high-quality new business decks to get them "pitch ready"



- Scheduling external meetings and printing documentation required
- Booking travel and logistics
- Proactively request from the team any special requirements for meetings and organise any catering or ad-hoc requests
- Proactively support senior team members in admin as directed by the Practice Head (e.g. ex-expenses)
- Maintaining internal documents with the relevant and up to date information, including client lists, staff biographies etc
- Assist with renewal of subscriptions on behalf of the team
- Support on recruitment by diarising interviews and assisting with the onboarding of new members of staff within the team
- Ad-hoc support for people aspect of team (buying event gifts and cards, ordering and organising food/ drink for team socials)

Desired skills and experience

This person should have some previous experience in a similar role.

We are looking for someone who is friendly and approachable with strong administration and communication skills, both verbally and written. This person must be proactive, extremely organised with excellent attention to detail. They should have a professional attitude and the ability to build strong working relationships.

What we offer

You can expect a friendly and dynamic working environment and an office space in the heart of the buzzing West End. Our goal is to ensure that your career here with us is fulfilling and that you're learning every step of the way on your journey through our agency. We have an online learning platform that hosts a variety of content and allows you to map your career out with all the training available to you (both online and f2f).

We have superb benefits to match including: 28 days holiday (plus bank holidays), vitality private medical insurance, pension, season ticket loan, cycle to work & free breakfast.

We also have a dedicated Well-being team along with a Representation, Diversity & Inclusion task force to make sure we look after all our employees so that everyone can bring their true whole self to work.

About MHP Mischief

MHP Mischief is a unique combination of two market-leading brands, with 200 communications specialists and an approach that blends behavioural science, media and influencer strategy, creativity, audience insight and industry expertise.

We help clients navigate a volatile, activist, tribal and information-saturated landscape we call The Networked Age.



Our specialist areas include consumer comms, corporate reputation, crisis management, capital markets, public affairs, health, financial services and studio production.

Our work for the NHS is PR Week's "Campaign of the Decade", we are two-time winners of The Creative Shootout and we were the most-awarded agency at the 2021 PR Week Awards.

We are UK Agency of the Year (PRovoke), Corporate & Financial Agency of the Year (PR Week) & Health Team of the Year (PR Week).