

JOB DESCRIPTION

EXECUTIVE ASSISTANT (TO THE CHIEF EXECUTIVE)

Hours of work: 21 hours per week (flexible over 4-5 days)

Type of contract: Permanent

Based at: The Lodge, Littlemore, Oxford and Homeworking

Band: B

BACKGROUND

The Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT) is the only charity working to safeguard wildlife and natural landscapes across the three counties. Founded in 1959 by a small group of volunteers, we now have more than 27,000 memberships and 1,700 volunteers. We own or manage more than 80 nature reserves and work in partnership on conservation projects with local communities, businesses, landowners and local authorities. Each year around 12,000 schoolchildren visit our four education centres. We have strong finances, with an annual turnover of £6 million and we're proud of our highly effective and dedicated team of 150 staff.

BBOWT is part of a national network of 46 Wildlife Trusts, which means our work has a bigger impact, making a difference for wildlife beyond our three counties.

Our 'Wilder' plan for 2021-2026 sets one simple overarching aim: to create more nature everywhere. To do this, we need to inspire people to take action and do all we can to restore wilder landscapes.

Our three main goals are to:

- Put nature into recovery
- Empower people to act for nature
- Secure our future

JOB PURPOSE

- Supporting the Chief Executive (CE) in developing and maintaining excellent relationships with key internal and external audiences
- Ensuring the CE is appropriately briefed for all internal and external engagements
- Enabling the efficient use of CE time

REPORTING LINE

This role is line managed day to day by the People Director and works closely with the Chief Executive

EMPLOYEE MANAGEMENT

This post has no line reports

BUDGETARY RESPONSIBILITIES

This post has no budgetary responsibilities

KEY RESPONSIBILITIES

Diary Management

- Managing the CE's diary and travel arrangements
- Driving the setting of regular meetings with agreed external and internal contacts; planning dates, booking venues and liaising over agendas with prompt thanks and follow up
- Proactively managing relationships and visits to key partner organisations
- Liaising with other external facing teams to ensure the CE attends strategically significant meetings e.g. with politicians, funders, other NGOs and potential donors

Briefing and research

- Preparing concise, informative verbal and written briefings for the CEO prior to significant external and internal meetings
- Building and maintaining relationships across BBOWT to ensure you are able to gather information and updates for the CE efficiently
- Preparing independent research on key topics and directed by the CE – drawing on internal expertise and personal research
- Utilising the ThankQ CRM system – inputting outputs from key CE meetings and extracting relevant information for your briefings
- Leading in the production of high-quality presentations where required
- Preparing sub-contractor contracts where appropriate

Correspondence

- Providing updates on CE's activity for internal communications purposes e.g. BBOWT Connect, Earwig
- Managing the CE's email inbox and telephone calls – filtering and responding to messages, flagging those that require direct action ensuring all messages receive prompt responses

Other:

- Championing a positive and co-operative culture within BBOWT
- Adhering to all Trust policies, procedures and systems
- Representing the Trust in a professional manner and to act at all times in a manner which will not damage its reputation
- Ensuring that all health and safety obligations are met in all aspects of the role
- Providing regular reports as required
- Engendering a culture of membership recruitment within the team
- Any other duties as delegated by the line manager, Chief Executive or Chair of the Board

PERSON SPECIFICATION

	Essential	Desirable
A strong interest in nature conservation and social and environmental policy / politics		✓
Ability to prepare concise, informative verbal and written briefings and research documents on key topics	✓	
Ability to prioritise and organise own workload effectively to meet deadlines with an attention for detail	✓	
Demonstrable excellent secretarial skills including management of emails, diaries, travel schedules and work programmes	✓	
Ability to communicate effectively both verbally and in writing to a wide range of people	✓	
Ability to recognise and respond quickly to problems appropriately	✓	
Ability to use own initiative to work efficiently both alone and cooperatively as part of a team		
Proficient in the use of IT packages including MS Word, Excel, PowerPoint, Email, Internet and Database systems, electronic calendars	✓	
Enthusiastic, self-motivated, and flexible attitude – willing to step in where needed	✓	
Actively demonstrates the BBOWT behaviours of Connect, Grow, Lead by Example, Positivity & Conscious Inclusion	✓	
Willingness to help out with larger scale BBOWT events such as the AGM, Festival of Nature, Countryfile Live	✓	
Experience of Charity Governance management		✓
Experience of working in the Charity sector/ with volunteers		✓
Interest in environmental or nature conservation issues		✓
Current UK-valid driving licence		✓

The post will require attendance at evening meetings (minimum five per annum), and occasional weekend meetings (e.g. the Annual General Meeting), some of which may be away from the usual place of work, for which time off in lieu is taken

MEASUREMENTS OF SUCCESS

- Chief Executive, Director of Operations, Leadership Team, Finance and Audit Committee, Project Board etc. supported effectively
- Board of Trustees supported and serviced effectively and efficiently