

Essex Wildlife Trust

Job Description and Person Specification



Job title: Executive Assistant

Location: Abbotts Hall

Reports to: CEO

Job Purpose

Essex Wildlife Trust is the county's leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. By 2030, we aim to protect and connect 30% of land and sea and inspire 1 in 4 people in Essex to take action for wildlife.

The Executive Assistant is a pivotal role at the Trust, providing full and comprehensive executive assistance to the executive team, principally to the CEO, but also to the wider Strategic Leadership Team (SLT) and the Board of Trustees. The post holder, therefore, will require exceptional communication skills, a meticulous eye for detail, and the ability to anticipate needs and manage complex priorities in a fast-paced and ambitious environment.

The role requires high-level administrative, secretarial, and governance support in all aspects of work, and acts as a primary point of contact for internal and external stakeholders, screening calls, responding to enquires, redirecting, and scheduling as appropriate with a highly professional and engaged demeanour.

Key Tasks

The following key tasks include but are not limited to:

- Planning and organising a wide range of meetings and venues in which the CEO and SLT are involved
- Preparing and distributing agendas and papers for Trust meetings, including SLT meetings, Board meetings, Committee meetings, and Subsidiary Board meeting, in consultation with the CEO and/or the appropriate Chair, ensuring paperwork is managed to the highest standards
- Taking minutes and maintaining action logs for a wide range of meetings, following up actions to ensure they are being completed
- Maintaining records of meetings and decisions, some of which will be confidential, requiring the utmost sensitivity and discretion
- Working with the CEO and SLT to maintain up-to-date policies, procedures, and processes
- Ensuring that Forward Plans are maintaining and adhered to, so that the business of the Trust can be discharged in a planned and proactive way
- Supporting key organisational events, such as the Annual General Meeting (AGM), Extraordinary General Meetings (EGMs), and any stakeholder events involving the Trust's Patron, President, Ambassadors, Trustees, or any other key group
- Support SLT in the coordination and operationalising of strategic projects and initiatives, tracking progress and ensuring deadlines are met
- Contribute to researching and compiling data to aid in organisational decision making
- Ensuring effective liaison with staff at all levels of the organisation, always acting as an ambassador for the CEO and SLT
- Acting as the first point-of-contact with the CEO and the Executive Office, dealing efficiently and professionally with all enquirers and callers
- Helping to manage the CEO's inbox and diary, where appropriate dealing directly with correspondence and enquiries

- Contributing to the ongoing development of the Executive Office (comprising the CEO, Directors, Head of Strategy and Impact, and the Executive Assistant) and helping to develop and implement continual improvements to working practices, including through systems and technology
- Developing, over time, a deep understanding of the main aspects and rhythms of the CEO's work so that problems can be pre-empted, and impact and effectiveness can be maximised

To undertake any other duties which are commensurate with the role

Knowledge and Skills

It is essential that the Executive Assistant:

- Has previous Executive Assistant/PA (Personal Assistant) experience, or equivalent, at a senior level in a fast paced and dynamic environment
- Exceptional organisational and time management skills, and a demonstrable ability to prioritise and manage multiple tasks
- Is a proficient user of Microsoft Office and other allied administrative systems
- Has excellent written and verbal communication skills
- Has strong interpersonal skills with the ability to build rapport and work effectively at all levels
- Has a high level of attention to detail and commitment to accuracy
- Has high-level emotional intelligence, with commitment to continued personal and professional growth and development
- Has minute-taking experience

In addition, the following skills are important:

Collaboration

- Makes a positive contribution to SLT, supporting colleagues with their day-to-day work
- Establishes constructive and collaborative relationships with all colleagues and acts as a trusted ambassador for the CEO and SLT
- Helps to build a sense of team spirit across the Trust, encouraging shared ownership of objectives and deliverables

Problem solving

- Identifies potential problems and difficulties, along with their causes, generating workable solutions and making informed decision based on good judgement
- Accurately interprets relevant data in order to support organisation decision-making and delivery of key tasks
- Has experience of locating and synthesising information quickly

Professionalism

- Produces accurate and high-quality work, with excellent attention to detail
- Ensures a high-quality, consistent approach to administration and governance
- Establishes trust through demonstrating sensitivity, discretion and adherence to confidentiality

Determination

- Is driven to contribute to a high performing, high impact organisation
- Demonstrates commitment to the organisation and task completion
- Keeps track of own progress, completing work to deadlines and, where necessary, informing others when targets cannot be met
- Maintains enthusiasm and commitment to deliver results in the face of difficulties
- Remains calm and measured, even when challenged

Communication

- Identifies the key points to communicate on any interaction, selecting the right channel for the message and audience
- Makes recommendations for improvements in practice, process and policy in the pursuit of high performing teams
- Produces written communication that is clear and concise, and tailored to intended recipients

Planning

- Plans and monitors executive workload, offering support when needed
- Plans key meetings in advance, using Forward Plans where available
- Identifies optimum working methods, reviewing methods on an ongoing basis
- Prioritises, organises, plans and schedules activities and resources

Additional Information

- The role may entail some evening and weekend working
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available
- The role is based at Great Wigborough, Essex, but requires regular travel across the county and beyond, with mileage paid for additional travel

Disability Confident Statement

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

Signed: _____ Date: _____

Name: _____