



Essex
Wildlife Trust

Executive Assistant

We have an exciting opportunity for an Executive Assistant to provide comprehensive executive assistance to the executive team at Essex Wildlife Trust.

About Essex Wildlife Trust

We are the county's leading nature conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature, and one of the largest Wildlife Trusts in the UK.

This is the most important decade in the history of nature conservation and an exciting time to be joining us. If we are to tackle the climate crisis and the ecological crisis, we need the best people to rally around the cause.

Our values run through everything we do: we are Impactful, Collaborative, United, and Proactive.



The Role

As Executive Assistant, you will be providing high-level administrative, secretarial and governance support in all aspects of work, and act as a primary point of contact for internal and external stakeholders, screening calls, responding to enquiries, redirecting, and scheduling as appropriate with a highly professional and engaged demeanour.

Not only will the role include providing full and comprehensive executive assistance to the CEO, but also to the wider Strategic Leadership Team (SLT) and the Board of Trustees.





The Executive Team

The **Executive Team** are:

- Rich Yates, CEO
- Ben Champion, Commercial Director
- Jez Dagley, Director of Conservation
- Sam Quill, Director of People & Engagement
- Andy Ray, Director of Finance & Systems

The **Executive Office** are:

- Hannah Stewart, Head of Strategy & Impact
- Executive Assistant





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Job Description

- 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 meetings, 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 maintained 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 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

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

Person Specification

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 organisational 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





Terms

This role is a permanent position.

The hours of work are 37.5 hours per week (Monday to Friday from 9am to 5pm) with a starting salary of £35,488 per annum. The base of work will be Abbotts Hall, Great Wigborough. Essex Wildlife Trust offers flexible homeworking arrangements. Further details of the hybrid-working arrangements will be shared at interview.

Annual leave entitlement starts at 26 days per annum increasing annually to 29 days plus Bank Holidays. We provide company sick pay increasing with length of service, an employee assistance programme, a combined 8% contribution pension scheme, staff social days, colleague nomination scheme and discounts in our Nature Discovery Centres.

How to Apply

Please complete an online application form on our website by 5pm on **Wednesday 2 July**. Interviews will be held on **Monday 14 July** at Abbotts Hall. If you would like an informal chat about the role, please feel free to contact jobs@essexwt.org.uk

Thank you for your interest in this position and we look forward to receiving your application.

Rich Yates
CEO

