



The
Wildlife
Trusts

Executive Support Officer

RECRUITMENT PACK

Salary: £25,000

Location: Newark with flexibility to work from home Mondays & Fridays

Full time: 35 hours per week (Mon-Fri)

Permanent contract



Royal Society of Wildlife Trusts
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About Us

The Wildlife Trusts are a federated movement of 46 charities, supported by a central charity, the Royal Society of Wildlife Trusts. Together we have 900,000 members, 32,500 volunteers and 3,400 staff across the UK. We are at an exciting moment in our 110-year history, with the development of an ambitious new strategy, setting out a vision of nature in recovery, with abundant, diverse wildlife and natural processes creating wilder landscapes where people and nature thrive.

Wildlife Trusts have restored and care for some of the most special places for wildlife in the UK. Collectively we manage more than 2,300 nature reserves, operate 123 visitor and education centres and own 29 working farms. We undertake research, we stand up for wildlife and wild places under threat, and we help people access nature.

The next few years will be critical in determining what kind of world we all live in. We need to urgently reverse the loss of wildlife and put nature into recovery at scale if we are to prevent climate and ecological disaster. We recognise that this will require big, bold changes in the way The Wildlife Trusts work, not least in how we mobilise others and support them to organise within their own communities.

About You

Are you looking for the chance to work for one of the UK's best-loved nature charities? If yes, then we have an exciting opportunity for you! We are looking for someone to join our busy team to provide high level administrative support across the Executive Office. This is an amazing opportunity for an organised individual whose skills will help the 46 individual Wildlife Trusts and the central charity become more than the sum of our parts to deliver outstanding impact for people and nature.

The successful candidate must be a first-rate administrator, with great attention to detail as well as having excellent organisational skills. You will be collaborating at all levels and with a wide range of teams across the federation. You will need to use your initiative, have the ability to work under pressure & the ability to manage multiple priorities. You must have excellent knowledge of using Microsoft Office. If you like the challenge of a varied role, including helping with the organisation and administration of some of our internal events, then this is the role for you.



About You

The Wildlife Trusts value passion, respect, trust, integrity, pragmatic activism and strength in diversity. Whilst we are passionate in promoting our aims, we are not judgmental and are inclusive. We particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.

The Royal Society of Wildlife Trusts takes our safeguarding responsibilities extremely seriously. Please click [here](#) to read our commitment statement. RSWT is committed to safeguarding and promoting the welfare of children and adults at risk. For applicable roles, applicants must be willing to undergo checks with past employers and Disclosure and Barring Service checks at the eligible level.

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.

RSWT are committed to increasing the diversity of its staff through its Levelling the Field recruitment pledge and will put any ethnic minority applicants that meet all the essential criteria for the post through to the next stage of recruitment.

Please do not use artificial intelligence tools to assist you to complete the application form. We may not accept applications that have been completed utilising AI tools. If you would usually use tools such as these to assist you in filling in a form, please contact tash.stewart@iris.co.uk to discuss this further and understand other options.



Job Description – Overall Purpose

- **To provide an efficient and effective high-level administration service to the executive office and to provide logistical and administrative support to the Senior Leadership Team as delegated.**

Job Description – Main Responsibilities

- **General Executive Office Admin Support:**
 - Support the Executive Assistant to the CEO with organisational planning and tracking delivery of the annual work programme and annual priorities.
 - Support the Deputy CEO and Senior Leadership Team including travel, accommodation, booking meetings and managing diaries.
 - Schedule 1-2-1 meetings and support effective communications with the Deputy CEO's line reports.
 - Coordinate agendas, papers and minutes for meetings of the Senior Leadership Team, chasing actions.
 - Expense reconciliation & reimbursement.
 - Arrange staff meetings and other meetings as required.
 - Assist with the production of high-quality presentation materials.
 - Respond to internal and external requests for resources and information.
 - Research and collate agreed statistical information.
 - Maintain key elements of the Customer Relationship Management (CRM) System.
 - Manage important and urgent e-mails and telephone calls and act as an interface between the CEO and other staff whilst the EA to the CEO is out of the office.
 - Liaise with the Customer Services Officer to prioritise responses to correspondence.
 - Manage relevant sections of WildNet (intranet) and ensure timely posting of new information.
 - Initiate purchase orders.



Job Description – Main Responsibilities

- **Supporting events across The Wildlife Trusts' federation:**
 - Support the Head of Executive Office with the planning and organisation of RSWT staff events and movement wide conferences and events, both physical and virtual. This may include organising venues and taking bookings, organising travel arrangements, circulating papers, meeting visitors on arrival and organising refreshments.
- Occasional travel may be required within the UK.
- In order for the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, and any other reasonable duties required.
- **All staff are ambassadors for the organisation both internally and externally and are expected to act in a professional manner at all times. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.**



Person Specification

Essential

- Key Competencies:
 - Attention to detail
 - High level of written & oral communication skills
 - Willingness to take ownership and responsibility
- Experience:
 - General office systems and administration practices
 - Maintaining and managing effective information systems
 - Communicating with a wide variety of audiences at all levels using different methods
- Knowledge and skills:
 - Excellent knowledge of Microsoft Office, in particular Excel & Word
 - High level administration & organisational skills



Person Specification

Desirable

- Personal Qualities:
 - Ability to multi task at a high level
 - Flexibility and willingness to step in where needed
 - Ability to work effectively under pressure
- Key Competencies:
 - Excellent team player
 - Planning & monitoring
- Experience:
 - Event planning (virtual and in-person events)
 - Booking travel arrangements
- Knowledge and Skills:
 - Ability to prioritise & meet deadlines
 - Communication, negotiation, interpersonal and team working skills
 - Database administration





Additional benefits of working for The Wildlife Trusts

- Private medical insurance
- Electric vehicle salary sacrifice scheme
- 26 days holiday per year plus 8 bank holidays
- 4 Concessionary Days
- Non-contributory Life Assurance Scheme
- Generous pension contribution
- Charity worker discount
- Employee Assistance Programme

Closing date for applications: 5th January 2025

First interview: 13th January 2025

Second interview: 20th January 2025

