JON HAWKINS SURRY HILLS PHOTOGRAPHY

**Executive Assistant**

**Be part of a Wilder Future**

***Closing date: 9am, Monday 28th July 2025***

***Interview date: TBC***

Please submit your completed application to [jobs@staffs-wildlife.org.uk](mailto:jobs@staffs-wildlife.org.uk) before the closing date.

**Join Our Movement**

We are the county’s leading conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. Our climate is in crisis and nature needs our help, but together we can make a difference.

**Our 50-year vision is for a thriving county with wildlife at its heart, which everyone enjoys, values and wants to play their part in protecting and improving.**

**Our mission is to ensure that:**

We protect and enhance the wildlife and wild places of Staffordshire and promote understanding, enjoyment and involvement in the natural world.

Working for Staffordshire Wildlife Trust, in any role, means you are part of our ambition to halt and reverse natures decline in Staffordshire and across the UK, and to get more people to take meaningful action for wildlife. Whether you work in IT, in our cafes, or out on our nature reserves you will be working with colleagues towards the common purpose of a county richer in wildlife.

CHRISTINE HARDING SWT

**Working for us**

At Staffordshire Wildlife Trust we don’t just offer jobs – we offer careers. For our people, being part of the effort to address the climate and nature crisis makes working for us truly meaningful and rewarding.

As well as investing in our mission, we invest in our people and culture. We’re committed to creating an engaging, supportive and inclusive workplace for all and providing opportunities for development, training and growth. We also provide a range of benefits such as flexible working, an employee assistance programme and a wellbeing allowance.

Your journey in the Trust starts with your induction. Whatever role you're here to do, we'll explain what to expect, show you where to go, and make sure you understand your new environment before you get going.

You’ll get chance to see what others in your teams, and across the Trust are doing through job shadowing and team working. We have 45 other Wildlife Trusts, working passionately just like us, whose knowledge and experience you can also draw from.

**Learning and development**

One size doesn’t fit all, we will work with you to identify where you and the organisation want to grow and develop and put together a personal plan that works for you, whether that’s on-the-job training, flexible e-learning, or one-to-one support.

If we need you to hold a qualification for your role, from either a legal or professional point of view, we will cover the cost of your membership fee where needed as part of your continuous professional development.

We believe work-life balance is important. We work 35 hours a week, and we believe a good work life balance makes for happier, healthier employees. We support flexible working wherever possible, and we are currently trialling a hybrid working model.

**We have a range of benefits that support you when working for us:**

* 10% Non-contributory Pension
* Healthcare Plan
* Employee Assistance Programmes
* Life Assurance (4 x salary)
* Salary Sacrifice schemes for cycle to work and Electric vehicles (dependant on salary)
* 25 Days basic holiday allowance (rising to 30 days after 10 years’ service), plus bank holidays, and extra Christmas leave (pro rata)
* 15% discount in our cafes
* PPE and uniform provided as required.

A mouse eating grass in the water

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**What we stand for**

TERRY WHITTAKER 2020/VISION

**We are:**

**Resourceful:** Making best use of what we have, and always alive to opportunities to do things better and more efficiently

**Passionate:** Making the case for valuing and protecting wildlife

**Pioneering:** Using new and innovative ways to achieve our vision helping us led by example

**Evidence** **Based:** Making our case on scientific-face and interpretation

**Welcoming:** Giving our members, our supporters, and the wider public the best service possible

**Professional:** Striving to be the best we can be in all that we do, seeking continuous improvement and benchmarking our performance

**Collaborative:** Working in partnerships between staff, volunteers, members, communities, landowners, businesses and many others to achieve our vision

**Safeguarding**

Staffordshire Wildlife Trust is committed to keeping children and young people safe, you can see our policy here:  <https://www.staffs-wildlife.org.uk/our-policies>   
Safeguarding and protecting our visitors, customers, members, staff and volunteers is the responsibility of every trustee, employee, and volunteer at Staffordshire Wildlife Trust.

Our commitment to safeguarding starts at the very beginning. All recruiting managers complete Safer Recruitment training to enable them to follow best practice when recruiting.

On joining all staff are required to complete safeguarding training for children, young people and adults at risk.

Some roles require a successful DBS check before they can carry out their roles.

Our safeguarding team is committed to ensuring that our safeguarding policies and procedures are adhered to.

**EDI – we’re wild about inclusion!**

We aim to put equality, diversity and inclusion at the heart of Staffordshire Wildlife Trust to ensure that everyone has the opportunity to experience the joy of wildlife in their daily lives.

We’re Wild About Inclusion! To us, this means inspiring, empowering, and engaging people from all backgrounds, cultures, identities, and abilities, to change the natural world for the better. It means creating workspaces where difference is celebrated, everyone can be themselves and flourish, just like nature.

We aim to better understand and address the inequalities experienced by many communities in accessing and connecting with nature. This includes recognising that the conservation sector is one of the least diverse professions in the UK and that access to careers and educational opportunities needs to be significantly improved. We believe being Wild About Inclusion is critical to the future of the Trust, and the health and wellbeing of our communities.

**The basics**

**Job Title:** Executive Assistant

**Contract Type:**  Permanent

**Hours:**  21 per week - Monday, Tuesday and Wednesday to support key meetings

**Pay**  £23,242.74 per annum (pro rata)

**Work Location:** The Wolseley Centre, ST17 0WT

**Who we’re looking for**

A dynamic, organised and reliable individual to provide professional, efficient and effective administrative support to our Chief Executive, Senior Leadership Team (SLT), Trustees of the Board of Staffordshire Wildlife Trust and Trustees of the Trading Board of the Staffordshire Wildlife Trust plus additional committees and groups.

You will be responsible for the coordination and administration processes of our Annual General Meeting, all Board and Senior Leadership Team meetings, including the Risk and Audit Committee and Local Groups Meetings. You will be expected to schedule and prepare agendas, collate and circulate all documentation, liaise with senior members of the Trust and write meeting minutes to a high standard in a timely manner.

As you will be expected to attend meetings where sensitive information is discussed, you will maintain strict confidentiality.

**What you will deliver**

* Develop and maintain a six-month rolling schedule of forthcoming meetings.
* Schedule meetings, send out invitations to meetings and book meeting rooms
* Develop and maintain a rolling six-month schedule of agenda items for meetings
* Prepare and circulate agendas for all meetings a week in advance
* Draft comprehensive, accurate and detailed minutes, matters arising and action logs – as appropriate - liaising with others as appropriate according to deadlines established by each meeting group.
* Liaise with staff and trustees to confirm they can lead and attend sessions and meetings or provide a deputy.
* Support the Chief Executive on a day-to-day basis and assist with his calendar bookings.
* Assist with the monitoring of our customer info@email and respond to all general enquiries in a timely manner.
* Support SLT in scheduling and planning our monthly Virtual Staff meetings, hosting, and monitoring attendance
* Coordinate our Staff Away Days, booking venues and liaising with any external speakers or participants as well as preparing Agendas following liaison with SLT;
* 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, as delegated by your line manager.

**What** **we’re looking for**

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| **Personal Qualities** | |
| **Passionate and energetic** | You will believe in our core purpose and be passionate about tackling the nature and climate crisis and understanding the part we play. |
| **Team focused and supportive** | You will encourage, excite and support your team to achieve their best potential thereby resulting in continuous improvement. |
| **Ambitious and achieving** | You will provide direction for your team and ensure your work delivers against our core strategic goals. You will energise and motivate your colleagues. |
| **Resource efficient** | You will use resources wisely ensuring maximum benefits and minimal cost. |
| **Professionalism** | Always professional, on-message and on-brand – you will represent the Wildlife Trust and its values and mission at all times. |
| **Determination and resilience** | You will have a can-do attitude and will take setbacks and feedback constructively. |
| **Problem solving and analysis** | You will relish a challenge and be analytical in your approach to solving problems. |
| **Essential requirements** | | |
| Extensive experience of working with Committees | | |
| An experienced Committee Secretary with relevant expertise | | |
| Used to dealing with conflicting priorities and multiple deadlines | | |
| Excellent minute taking skills and able to draft follow up actions | | |
| Skilled in managing time and competing deadlines | | |
| Excellent IT skills and familiar with M365 applications, MS Teams and Zoom | | |
| Self-motivated with excellent organisational skills | | |
| Must be enthusiastic and dedicated and can work as a team member in a flexible, highly professional and confidential manner | | |
| Responsive to changing demands and able to perform effectively in a pressurised environment | | |
| **Desirable requirements** | | |
| The job involves working to deadlines and targets without close supervision | | |
| The role is office-based on Mondays, Tuesdays and Wednesday although occasional variations may occur | | |
| Comfortable attending and organising in-person, hybrid or virtual meetings | | |
| May involve working occasional evenings, weekends and bank holidays | | |
| A full current driving licence | | |
| **Personal Qualities** | | |
| Passion for the environment and wildlife conservation and engaging with a variety of audiences on these issues | | |
| The ability to form and maintain productive relationships at a high level with a variety of busy organisations and individuals. | | |
| A talent for thinking and working a in a flexible and creative way. | | |
| Sound judgement with a calm, confident, mature and pragmatic approach. | | |

**About us**

“Staffordshire Wildlife Trust protects and enhances the wildlife and wild places of Staffordshire and promotes understanding, enjoyment and involvement in the natural world.”

A registered charity established in 1969, we are one of 46 county Wildlife Trusts throughout the UK and are supported by over 18,000members.

The Trust owns or manages 45 nature reserves covering an area of over 2000 hectares. We have around 140 staff, based in six locations around the county including our Headquarters at Wolseley Bridge, Stafford, with our work divided up into five departments: Conservation Delivery, Engagement, Activism and Marketing, HR & Support Services, and Resources. The Trust has a diverse workforce including site wardens, wildlife surveyors, community and education officers, catering, retail and administration.

In addition, we have a trading company which looks after the trading side of our business. This includes cafés at The Wolseley Centre, charity shops in Leek, Penkridge and Codsall and a retail shop in the Wolseley Centre.

**We’re Wild About Inclusion!** To us, this means inspiring, empowering and engaging people from all backgrounds, cultures, identities and abilities, to change the natural world for the better. It means creating workspaces where difference is celebrated, everyone can be themselves and flourish, just like nature

**Disability Confident Committed.** As users of the Disability Confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for vacancies.

Staffordshire Wildlife Trust are committed to keeping children and young people safe, you can see our policy here:  <https://www.staffs-wildlife.org.uk/our-policies> **Safeguarding** and protecting our visitors, customers, members, staff and volunteers is the responsibility of every trustee, employee, and volunteer at Staffordshire Wildlife Trust.

For more information and to request an application pack contact Staffordshire Wildlife Trust on [jobs@staffs-wildlife.org.uk](mailto:jobs@staffs-wildlife.org.uk) or visit our website [www.staffs-wildlife.org.uk/jobs](http://www.staffs-wildlife.org.uk/jobs)

Staffordshire Wildlife Trust is a registered charity. Charity No: 259558.