#

# Staffordshire Wildlife Trust are seeking an

**Executive Assistant**

**The Wolseley Centre, Wolseley Bridge, ST17 0WT**

**Permanent: Part time – 21 hours per week (Monday – Wednesday)**

**Salary: £23,242.74 per annum pro rata**

We are currently seeking an effective and efficient Executive Assistant who 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 produce excellent, accurate minutes in a timely manner.

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

**About You.**

Having worked in a similar role previously, you will have significant experience of working with Committees and of Committee work.

You will be a real multi-tasker with an eye for detail who is used to dealing with conflicting priorities and deadlines in a calm and effective manner.

Self-motivated and with excellent organisational skills, you will work well as a team member in a flexible way whilst demonstrating a high level of professionalism and confidentiality.

You will be able to manage and respond to changing demands and perform effectively in a pressurised environment.

You will be self-motivated as you will be working without close supervision.

**About the Role.**

Responsible for the coordination and administration processes of AGMs and all Board and Senior Leadership Team, Risk and Audit Committee and Local Groups meetings including preparing agendas, collating all documentation, liaison with senior members of the Trust and recording of meeting minutes in a timely manner.

The role involves providing an efficient wide-ranging support function - from setting up meetings, dealing with any issues that arise swiftly and confidently, to the collation and circulation of reports and meeting actions.

**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 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.

**Closing Date: 9 am on Monday 28th July 2025**

**Interviews: TBC**