**Governance Officer and Executive Assistant to CEO**

**Job Description and Person Specification**

**Reports to:** CEO

**Contract:** Permanent

**Hours:** 37.5 per week Monday to Friday (30 hours will be considered)

**Based at:** Elm Tree Court, Devizes

**JOB PURPOSE**

To coordinate and administer governance processes for the Trust and provide targeted executive support to the CEO.

**MAIN DUTIES AND RESPONSIBILITIES**

**Governance administration**

* To be responsible for the administration of organisational governance processes, in support of the Director of Finance and Operations (Company Secretary), Chair and Committee Chairs.
* To take minutes, organise meeting logistics and format papers for 4 Council meetings, 1 Strategy Day and 8 Committee meetings annually.
* To administer governance tasks arising from Council and Committee meetings.
* To coordinate the AGM and all associated administration.
* To administer Trustee recruitment processes and coordinate Trustee inductions.

**Executive Assistance to the CEO**

* To provide administrative and diary support to the CEO and act as initial point of contact for external enquiries.
* To monitor the CEO’s inbox as a ‘safety net’, flag priorities and make holding responses to important external emails. Email volume averages 40 emails a day.
* To make sure all necessary arrangements have been made for meetings involving the CEO including booking travel.
* To ensure the CEO is fully briefed and prepared for meetings and presentations.
* To minute monthly Exec Team strategic planning meetings and maintain the rolling action list.
* Track expenses and complete expense claims on behalf of the CEO
* Provide ad-hoc assistance to other members of the Executive Team as requested by the CEO

**SAFEGUARDING**

Wiltshire Wildlife Trust is fully committed to safeguarding the welfare of all children, young people and adults at risk. All WWT staff will receive safeguarding training and must ensure that they comply with WWT’s safeguarding policy.

**BACKGROUND**

This is a new role, created to professionalise the approach to governance administration and liberate much-needed capacity in the Director of Finance and Operations and CEO, to achieve WWT’s strategic goals and build the organisation. Equivalent roles exist in other Wildlife Trusts in The Wildlife Trust national federation, with opportunities arising for peer networking and continuous professional development.

**WORKING RELATIONSHIPS**

Alongside the Director of Finance and Operations and the CEO, this role will have important working relationships with the Chair, the Committee Chairs (Finance, Audit and Risk Committee and People Committee), the Trustees and the Executive Team of Directors at WWT.

**KEY CHALLENGES**

This role will carry significant responsibility for keeping track of and fulfilling statutory governance requirements. The role holder will need to feel comfortable with professionally representing the CEO verbally and in writing, and operating with total discretion when handling sensitive information, maintaining confidentiality always.

**SCOPE FOR IMPACT**

This role can have a transformative impact on the Trust’s capacity to achieve its Strategy for Nature’s Recovery and Connecting People with Nature, by supporting the CEO, Director of Finance and Operations, Executive Team and Trustees to be high performing, efficient and effective.

**EXPERIENCE, QUALIFICATIONS AND SKILLS REQUIRED**

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|  | **Essential** | **Desirable** |
| Qualifications |  | * Secretarial qualifications
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| Experience | * Substantial secretarial or administrative experience, at a similar level, in a busy office environment.
* Experience of a variety of IT applications, including Teams, Zoom, Word, Excel, Powerpoint, Sharepoint and databases.
 | * Executive Assistant experience.
* Minute-taking for Executive or governance meetings.
* Experience of MS Planner or equivalent project management tools.
* Experience of supporting a senior leader working in a hybrid role.
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| Skills | * Excellent verbal and written communication skills.
* Excellent organisational skills.
* Excellent IT skills (proficient in use of MS suite).
* Excellent interpersonal skills.
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| Personal attributes | * Always discrete with sensitive information.
* Able to use initiative and judgement, proactively take decisions on own initiative and on behalf of others.
* Excellent attention to detail and accuracy.
* Highly organised and efficient.
* Able to prioritise and keep to deadlines.
* Able to work independently and with minimal supervision.
* Empathy with goals of the Wiltshire Wildlife Trust.
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Special note:

This job description does not form part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in consultation with the post holder. The post holder may be required to perform duties other than those given in this job description. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.