



Cheshire
Wildlife Trust

**Let's bring wildlife back together -
for everyone, everywhere**



Executive Support Officer

Candidate information pack



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Purpose and impact of the role

We have reached a tipping point. Wildlife is in freefall both locally and nationally and our climate is in crisis. By 2030 we must see nature recovering, wildlife returning and ecosystems restored and we need many, many more people on nature's side.

Cheshire Wildlife Trust is a fast-growing environmental charity which is part of the UK-wide federation of Wildlife Trusts. With the local support of over 17,500 members and almost 1 million members nationally, you will be a part of a dynamic organisation which is at the forefront of bringing wildlife back. Your role will help achieve our 2030 goals to put nature into recovery, mobilise at least 1 in 4 people to be on nature's side and ensure that the environment plays a full role in addressing the climate crisis. In short, we need to create a [Wilder Cheshire](#).

The role of Executive Support Officer is a general administrative position where the main purpose is to support the delivery of work carried out primarily by the CEO but also the Senior Leadership Team and Board of Trustees as required.



The specific purpose of this position is to:

- Provide high-level executive support to the CEO, ensuring effective diary management, prioritisation, and delivery of key organisational responsibilities
- Enable strong governance and leadership by supporting Trustees and the Senior Leadership Team with timely information, coordination, and communication
- Strengthen stakeholder engagement and organisational effectiveness by supporting advocacy activity, external relationship management, and core administrative functions

Main duties and responsibilities

Overview

Title: Executive Support Officer

Responsible to: Chief Executive Officer

Term: Permanent

Salary: £25,526 – £28,978
(Rank 5 Officer)

Starting in the region of £25,526

Hours: Full-time/35 hrs per week.

Location: Bickley Hall Farm (SY14 8EF). This is a hybrid role.

Executive Support to the CEO

- Manage the CEO's diary and inbox, ensuring effective prioritisation of actions, meetings and commitments, including responding directly where appropriate
- Coordinate and schedule internal and external meetings, including with high-profile stakeholders
- Support the preparation of agendas, papers and briefings to support the CEO in meetings and decision-making
- Act as a first point of contact for the CEO, handling correspondence and enquiries with professionalism and discretion
- Support the CEO in rolling out change programmes
- 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

Governance and Trustee Support

- Support effective organisational governance by coordinating Trustee recruitment, induction and ongoing engagement with Cheshire Wildlife Trust
- Ensure Trustees receive timely, accurate and relevant information to fulfil their roles
- Assist with the preparation and distribution of board papers, minutes and action tracking
- Ensure governance documentation is up to date and accessible
- Support the CEO in maintaining engagement with the Patron, President and other significant individual supporters and stakeholders.
- Support key events such as the Annual General Meeting



Internal Communications and SLT Support

- Support internal communications on behalf of the CEO and SLT to ensure alignment and information flow to and from teams.
- Help coordinate scheduling of SLT meetings and follow-up actions
- Provide administrative and coordination support to SLT members as required and directed
- Support the organisation and delivery of staff events (e.g. away days, reserve tours, volunteering opportunities)

Stakeholder Engagement and Advocacy Support

- Support the CEO and others in managing relationships with key stakeholders
- Proactively help arrange meetings with influential external partners, decision-makers and organisations
- Support with the preparation of high-quality briefings and background materials in advance of stakeholder engagements
- Track stakeholder interactions and follow-up actions

General Administration

- Planning and organising a wide range of meetings that SLT are involved in
- Minuting and note taking as required
- Support SLT and Trustees in ensuring that policies, processes and procedures remain up to date by managing a review schedule.
- Provide flexible administrative support across the organisation as needed and directed
- Support the CEO and SLT with internal communications by maintaining accurate records and ensuring up to date information is available within the organisation as directed
- Support project coordination and ad hoc tasks as required
- Assist in the collation of data to support reporting against Key Performance Indicators





Strategy, delivery and managerial responsibility

- No responsibility for others.
- Reports to either a Team Leader or Programme Manager and is responsible for delivering a defined work programme that supports the overall outcomes of the department.

Fiscal responsibility

- Accountable for handling cash and/or supplier contracts up to a total value of £50k pa

Legal Responsibility

- Expected to comply with the limits and authorities set out in CWT's Financial and General Schemes of Delegation.
- Required to comply with the Health & Safety at Work Act, General Data Protection Regulations, fundraising regulations and CWT policies and procedures.
- Required to work within the limits set out in your individual competency record and to undergo competency based training as required.
- Responsible for following safe operating procedures to keep yourself safe at work and for maintaining a safe workspace.

Relationships

- Expected to be an ambassador for Cheshire Wildlife Trust responsible for upholding the Trust's reputation, image and level of service.
- Expected to promote membership at all available opportunities and engage positively with potential and current supporters.
- Required to maintain effective and close working relationships with colleagues within your own team and work with others across the organisation.
- Required to pass on and receive information from external contacts.

Person Specification

Knowledge and experience

You will be expected to have at least 2 years relevant experience or at least a Level 2* qualification or be qualifying associate or an associate of a professional body within one or more of the following fields:

- Executive Assistant/Personal Assistant
- Business Administration
- Stakeholder Management
- Customer Care
-

*You can check whether a qualification you hold is at the right level [here](#)



Skills

- Demonstrates professional conduct and appropriate behaviours, sets a positive example to others and shows leadership when required.
 - Takes responsibility for their own learning and development, works efficiently and consistently delivers work to a high standard.
 - Follows risk assessments, identifies safe working practices for themselves and others, and promotes a positive team culture around wellbeing, health and safety awareness, and compliance with organisational policies and practices.
 - Communicates information confidently and clearly in ways appropriate to the audience, including independently producing written communications that inform and persuade others.
 - Builds and maintains effective relationships with partners and stakeholders, and works effectively as part of a multidisciplinary team.
 - Applies critical thinking to identify potential problems and suggest appropriate solutions.
 - Uses appropriate methods to manage and share data in line with legislation and relevant internal and external protocols, and is confident using common and bespoke software to collect, manage and present information.
 - Contributes to the achievement, measurement and monitoring of targets.
- Understands equal opportunities and actively supports others through inclusive behaviour.





Personal qualities:

We expect all who work for CWT to demonstrate the following personal qualities:

- Be passionate about securing a future for local wildlife on land and sea
- Be someone who leads by example and makes decisions based on evidence
- Be proactive, professional and pioneering in your everyday work
- Make sustainable choices
- Be able to work both alone and as part of a team
- Be flexible, practical and well organised
- Be friendly and approachable
- Have the means to travel to our headquarters as and when required.

In addition this role requires the following:

- Able to maintain a high level of integrity and confidentiality
- High-level emotional intelligence, with commitment to continued personal and professional growth and development
- High level of attention to detail and commitment to accuracy
- Strong interpersonal skills with the ability to build rapport and work effectively at all levels

About us

We are a small and friendly organisation employing around 60 staff supported by a network of delivery partners, volunteers and trainees. The people who work for Cheshire Wildlife Trust are passionate about the natural environment and local wildlife conservation. We have a highly motivated and committed team who are driven to succeed, and we believe that our staff thrive best in a culture of creative freedom within a strategic framework. Many staff are involved in Cheshire Wildlife Trust's activities outside of their duties such as occasional volunteering to help with a wildlife survey or helping run a weekend/evening event.

At Cheshire Wildlife Trust we embrace agile working with a focus on supporting you to achieve your objectives alongside a healthy work-life balance. We operate a hybrid working policy with most staff working at least part of the week from home and/or out on site.

Our headquarters at Bickley Hall Farm (SY14 8EF) are set in the beautiful Cheshire countryside on a working farm managed by Cheshire Wildlife Trust.

The farmhouse provides our main office space with fantastic views and the opportunity to walk around the farm in your free time.

Depending on your role you may also have the flexibility to work from one of our satellite offices or use a hot desk hosted by a partner organisation.



How to apply

To apply for the position please download and complete an application form and return to Emma Raine (People & Culture Officer) jobs@cheshirewt.org.uk

The closing date for this role is midnight on **Sunday the 12th of July.**

Applicants must have the right to work in the UK.

You may be required to undergo a DBS check as part of this role.

