



Cheshire
Wildlife Trust

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





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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 Assistant 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 practical day-to-day administrative support to the CEO, Senior Leadership Team and Board of Trustees
- Support good governance and clear communication by preparing and sharing information, coordinating Trustee and SLT activity, tracking actions, maintaining key documents and helping colleagues stay informed.
- Act as a helpful, dependable all-rounder at the heart of the organisation, handling varied administration, internal communications, stakeholder coordination and confidential information with warmth, accuracy and care.

Overview

Title: Executive Assistant

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.

Main duties and responsibilities



Supporting the CEO and SLT

- Help manage the CEO's calendar, ensuring effective prioritisation of actions, meetings and commitments, including responding directly where appropriate.
- Coordinate and schedule internal and external meetings for the CEO and SLT, including with high-profile stakeholders.
- Support the preparation of agendas, papers, briefings and background materials to support meetings, stakeholder engagement and decision-making.
- Act as a first point of contact for the CEO, handling correspondence and enquiries with professionalism, warmth and discretion.
- Help coordinate SLT meetings, follow-up actions and administrative support for SLT members as required and directed.
- Develop, over time, a deep understanding of the Trust's work and rhythms so that problems can be pre-empted.

Supporting the Board of Trustees

- Support effective organisational governance by coordinating Trustee recruitment, induction and ongoing engagement with CWT.
- 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, accessible and well maintained.
- Support Trustees in ensuring that policies, processes and procedures remain up to date by managing a review schedule.
- Support the CEO in maintaining engagement with the Patron, President and other significant individual supporters and stakeholders.
- Support key governance events such as the Annual General Meeting.

Ensuring good internal communications

- Support internal communications on behalf of the CEO and SLT to ensure alignment and good information flow to and from teams.
- Coordinate and support the organisation of staff events, including away days, reserve tours, volunteering opportunities and other activities that help bring colleagues together.
- Assist with preparing, sharing and following up internal updates, briefings and messages so that staff receive timely and relevant information.
- Track stakeholder interactions and follow-up actions to support clear communication and timely progress.

General administrative support

- Provide flexible administrative support across the organisation as needed and directed.
- Undertake minuting and note taking as required.
- Support project coordination and ad hoc tasks as required.
- Assist in the collation of data to support reporting against Key Performance Indicators.
- Handle confidential information, records and routine administration with accuracy, care and discretion.





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.

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
- Customer Care
- Governance

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



Skills

- You can demonstrate good professional conduct, appropriate behaviours and set an example to others.
- You are able to demonstrate that you take responsibility for own learning and development.
- Able to follow risk assessments and identify safe working practices for self and others.
- Able to promote a positive culture amongst team members of wellbeing and H&S awareness and compliance with organisational policy and practice.
- Able to communicate information confidently and clearly in ways appropriate to the audience.
- Able to independently produce written communication to inform and persuade others.
- Skilled at maintaining good relationships with partners and stakeholders.
- Able to work effectively as part of a multi-disciplinary team.
- Has critical thinking skills and is able to identify potential problems and suggest solutions.
- Able to demonstrate skills in methods of data management and sharing, in line with legislation and appropriate internal and external protocols.
- Confident in the use of a range of common and bespoke software packages and able to collect, manage and present data.
- Able to work efficiently and to a high standard.
- Able to contribute to achieving, measuring and monitoring targets.
- Understands equal opportunities and activity supports others by demonstrating inclusive behaviour.
- Able to set a good example to others and show leadership when required



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 4th of October 2026.**

Applicants must have the right to work in the UK. You may be required to undergo a DBS check as part of this role.

Please note that this role is advertised externally as Executive Assistant to reflect the expertise required. Internally, the post is titled Executive Support Officer.

