

Job Description

1. Identification of Job

Job Title

Executive Assistant to the Chief Executive

Function

CEO's Office

Responsible to

Chief Executive

Responsible for

N/A

Budgets Held

N/A

Grade

HEO2

Salary

£38,465 per annum

2. Overall Purpose of Job

To provide high-level executive and governance support to the National Forest Chief Executive, Senior Leadership Team and Board. The post holder will act as a trusted advisor and key liaison for the Chief Executive, Board Members, Committees and external stakeholders, exercising the highest levels of discretion, professionalism, and judgement. This post will play a critical role in organisational effectiveness by providing Executive and Chair support, Board and Committee administration, governance advice and senior stakeholder management.

3. Main Responsibilities

Executive and Chair support

- a) To provide high-level support to the Chief Executive, Chair and Directors including diary management, meeting arrangements, correspondence, filing, travel and subsistence claims.
- b) Liaison with Ministers, civil servants and partners as directed by the Chief Executive.
- c) To work with the Chief Executive to ensure strong organisational performance including drafting papers, collating information, prioritising commitments, monitoring actions arising from meetings and ensuring timely communications.
- d) To manage Senior Leadership Team activities, including arranging meetings and away days, coordinating agendas and papers, and taking minutes as required.

Board and Committee administration

- e) To act as secretariat to the Board in conjunction with the CEO, arranging meetings, coordinating agendas and papers, and taking minutes (four meetings per year).
- f) To act as secretariat to the three Working Groups in conjunction with Directors, arranging meetings, coordinating agendas and papers, and taking minutes where required.
- g) To manage communication with the Board including briefings, decisions taken outside of meetings, forms and claims.
- h) To organise venues, accommodation and logistics to support Board activities, including visits, dinners, strategy sessions and workshops.
- i) To support the administration of the Audit & Risk Committee (ARC) and Remuneration Committee as required, arranging meetings, circulating agendas and papers, and taking minutes.
- j) To coordinate the annual calendar of Board, Committees, Subsidiary Company and Working Group meetings.

Governance advice

- k) To lead on the organisation and administration of the Annual General Meeting, coordinating notices, resolutions, agenda and papers, and taking minutes.
- l) To manage Trustee arrangements including annual Trustee reviews with the Chair, Trustee succession planning and Trustee recruitment, induction and training, working with the CEO and Chair.
- m) To support the smooth administration of the National Forest Company (NFC) governance as required in conjunction with the Chief Executive and Director of Finance & Resources, including governance documents, reviews of effectiveness, website information, Annual Report & Accounts, filing of records and registers of interest.

Senior stakeholder management

- n) To manage a database of high-level contacts for circulation of publications, events and promotions including Ambassadors, MPs, peers and partners, in conjunction with the Chief Executive and Head of Advocacy.
- o) To organise events to increase profile and positioning including parliamentary receptions, Ministerial and MP meetings, Ambassador days and campaign launches.
- p) To contribute to wider stakeholder engagement, advocacy and positioning work as required to increase profile, influence and income generation. This includes senior stakeholder liaison up to Ministerial level.

Organisational support

- q) To lead on the organisation of all staff days including venues, agendas and presentations.
- r) To be a contributing member of the Finance & Resources team, providing support and facilitating cross-team working to enable the smooth running of the wider organisation.
- s) To provide administrative support to other teams as required.
- t) To advise on administrative activities as required including new systems, information management and storage.
- u) To undertake other relevant duties as directed by the Chief Executive.

4. Person Specification

Experiences and Qualifications *	Essential (E) or Desirable (D)
Professional administrative qualification or equivalent experience at a senior level.	E
At least 3 years experience in a similar high-level role, including acting as secretariat to Boards and Committees, operating administration systems, and demonstrating confidentiality and discretion.	E
Experience of senior stakeholder relationship management, including with Trustees/Directors, high-level contacts and partners (up to Ministerial level).	E
Experience of working in a charity environment or public sector.	D
Knowledge *	Essential (E) or Desirable (D)
Broad knowledge of charity and corporate governance and legislation, including the annual cycle of corporate activity and reporting.	E
Knowledge of relevant administrative systems and tools including CRM databases, Microsoft Office suite, web and e-communications.	E
Understanding of partner organisations from public, private and voluntary sectors.	D
Knowledge of relevant standards and compliance including data protection, the Nolan principles and Charity Governance Code.	D
Skills *	Essential (E) or Desirable (D)
Excellent written and oral communication skills including preparing presentations and papers for meetings, and minute taking.	E
Ability to manage multiple priorities under pressure and anticipate issues in advance.	E
Highest level of discretion, professionalism and confidentiality in dealing with information and communications.	E
Exceptional organisational and time management skills.	E
High attention to detail and commitment to customer care.	E
Personal Qualities and Behaviours **	Essential (E) or Desirable (D)
Flexible and positive outlook and the ability to work with drive and initiative.	E
Ability to work individually and as part of a team.	E
Commitment to the aims of the National Forest.	E
An understanding of the importance of equity, diversity and inclusion	E

* Assessed through application form and interview

** Assessed through interview

5. Benefits of working with the NFC

Salary

The salary for this role is £38,465 based on a 37-hour working week.

Pension

An important part of the pay and reward package NFC offers employees is the option to join the Civil Service Pension Schemes arrangements. These arrangements offer a choice of two types of pensions:

- **Alpha:** This is a career average pension scheme (defined benefit) that has a member contribution rate ranging from 4.6% to 7.35% dependent on your salary. The current employer contribution rate is 28.97% of salary.
- **Partnership pension account:** This is a stakeholder pension with a contribution from the NFC of up to 14.5% based on your age.

Generous Annual Leave and Bank Holiday Allowance

We offer 30 days' annual leave and 10.5 days public and privilege holidays.

Staff Bonuses

We offer end of year performance awards and in-year bonuses to our employees.

Place of Work

The principal place of work will be at the National Forest Company's office in the heart of the National Forest at Canopy House, Bath Yard, Moira DE12 6BA. However, we have adopted a more flexible hybrid home/office way of working, subject to the needs of the organisation. While the role sits within our blended working framework, which allows for up to 40% of time working from home, the successful candidate will need to work flexibly around the Chief Executive's schedule and maintain a regular presence in the office to provide effective support when the Chief Executive is on site.

Learning and Development

Everyone at the NFC is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NFC's work and our policies.

Staff Wellbeing

We have various measures in place to assist with the wellbeing of our staff including:

- **Flexible working** – to allow for variations in your hours, or working from home, where this is compatible with business needs.
- **Cycle to Work Scheme** – typical savings on a bike can be up to 42%
- **Employee Assistance Programme** – a free and confidential 24/7 telephone advice service available to staff.
- **Discounts for gym membership**

Time off in lieu

Due to the nature of the work some unsocial hours may be required in the evenings to ensure the effective implementation of this post. Time off in lieu is applicable for this role.

Travel

The post-holder may need to travel to sites over a rural location. Where the postholder has access to a vehicle for use on NFC business, mileage is reimbursed.