

JOB DESCRIPTION



Job Title:	Board administration and Business Support Coordinator
Department:	Finance, Digital & Governance (FDG)
Team:	Finance
Reports to:	PA to Chief Finance Officer
Location:	Hybrid (with frequent travel to the Grantham office)
Hours of work:	22.5
Contract:	Part time, permanent
Direct Reports:	none
Created/Reviewed date:	June 2024

Job Purpose

Excellent governance is at the heart of what we do and fundamental to our success. This role will support the administration of the Trustee Board. The role will support the Executive Assistant to CEO and the Chief Finance Officer in providing administrative and business support to the Finance, Digital and Governance directorate. The role will work closely with the PA to the CFO to ensure that the administration related to the Board is prompt and accurate and the directorate is supported in terms of its administrative needs.

The Person – Expertise and Experience

- **Organised and methodical** – Experience of providing full secretariat support to high level meetings and committees and making sure that all documentation is filed appropriately. Able to deal with conflicting demands and prioritise work whilst ensuring that a high-quality service is provided and that deadlines are met with excellent attention to detail.
- **Confident communicator** – Experience of writing high quality minutes, with strong drafting and formatting skills for papers and agendas, taking and producing minutes at high level meetings, and undertaking appropriate follow-up action.
- **Senior stakeholder relationships** – Able to build and maintain effective working relationships with a range of people, both internally and externally.
- **Curious** – Able to find and use information from a range of sources to investigate/ learn about a given topic or challenge and make recommendations on actions to take (e.g. for improving how we work).
- **Discreet** – Ability to deal with confidential and/or sensitive information with exceptional diplomacy and tact, and a high level of professionalism.
- **Comfortable and proficient with technology** – Experience of using collaborative software applications such as MS Teams, Office 365 and Board portal software/ apps. Responsible for

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administration of online platforms for Board documents including uploading and maintaining document library on the portal.

The Role - Key Accountabilities

Board secretariat and support

- **Meeting secretariat** – forward planning and all logistics for meetings and workshops, preparation and circulation of papers and meeting packs, minute taking and active action-tracking, and making sure remote attendees have full access to the meeting.
- **Board administration** – make sure governance records, documents and papers are accurate, up to date and filed appropriately so that they are securely accessible to support compliance, audit and risk management. Promptly and accurately process all invoices associated with governance and trustee expenses. Diarise dates of filing statutory returns to Companies House, Charity Commission and OSCR etc. as appropriate
- **Drafting minutes** – prepare minutes of trustee and other meetings as required.
- **Board support** – deal with trustee correspondence and be a point of contact for Trustees in absence of the Chief Finance Officer as required.
- **Trustee recruitment and development** – track trustee membership terms and support the recruitment, induction, appraisal and development of trustees as required and in accordance with Trustee Board policies and processes.

Administrative and Business Support to internal teams

- **Support to the CFO as required** – in forward planning and logistics for meetings, preparation and circulation of papers, action-tracking, and making sure remote attendees have full access to the meeting.
- **Team support** – support to the Chief Finance Officer, PA to the CFO and teams in the directorate as required.
- **Provide cover for the PA to the CFO** as required.

Our Nature

- **Grow Together** – We are a team that grow together; made up of unique roles and expertise. We communicate effectively, forging partnerships inside and out, building understanding and trust, valuing differences, and recognising each other.
- **Explore** – We know exploration is important, it's how we come up with the best ideas. We won't always get it right but learn and share as we go. We are bold about who we are and encourage healthy challenge.

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- **Focus** – We create clarity & stay focused, ready to adapt when we need to. We are empowered to take the time to reflect so that we can develop & work smarter.
- **Make it Count** – We need to create a lasting positive impact. We keep the big picture in **mind**, harnessing passion and inspiring others to connect with us as we aim to make a genuine difference.

In order to achieve our ambitious aims for people and wildlife we recognise 'how we need to be' as people and as an organisation. We expect all of our people to commit to this ideal to help us fulfil our purpose

At the Woodland Trust, we believe everyone deserves to have their lives enriched by trees and woods. We encourage applications that reflect the richness of human diversity and promise the only thing we assess within your application is how you have demonstrated your suitability for the job, and nothing else.

We all have a duty to ensure that our acts or omissions at work do not impact on the health and safety of others and ourselves and that we abide by any safety measures as directed and in accordance with the Woodland Trust Health & Safety Policy.