



National Landscapes Association Role Description

Title	Executive Assistant to CEO
Salary	£29,000 (pro rata), rising to £34,000 (pro rata)
Hours and conditions	22.5 - 30 hours per week, working pattern to be agreed
Location	Homeworking, with some travel. The candidate will need to live within convenient travel distance to London or North Wales.
Responsible to	Chief Executive
Key contacts	National Landscapes Association Chief Executive National Landscapes Association Board of Trustees National Landscapes Association Staff team
Who we are seeking <ul style="list-style-type: none">• A proactive, organised person who demonstrates our values of ambition, collaboration, inclusivity and empowering, in all they do.• You'll be comfortable working to different deadlines and working on a variety of tasks, and you'll be adept at quickly building warm and productive relationships with your colleagues and our trustees.• You'll have excellent attention to detail, keen to develop new skills and be trustworthy and discreet with the sensitive information you'll see day to day.• You'll be happy to work with minimal supervision, but also keen to play your part in small teams that aim to make the Association a great place to work.	
Purpose of the role <p>Support the CEO to work effectively by assisting with the administrative aspects of their work, liaising with the Association's Board of Trustees, support our financial management and the efficient day-to-day operation of the organisation. You will manage diaries, collate information for reports, support them with data collection and organise quarterly meetings of the Board of Trustees and for the staff team.</p>	
Main responsibilities <ul style="list-style-type: none">• Provide high-level and comprehensive executive support to the CEO, including efficient coordination of meetings, monitoring of actions for / relationships with Trustees, and other administrative tasks.	

- Undertake financial administration tasks under the supervision of the Head of Finance; such as bookkeeping, invoices, payments, and reconciliations.
- Maintain our Membership Register and lead on the administrative aspects of our relationship with Members.

Person specification

We welcome applicants from a broad range of experience and backgrounds who demonstrate a strong willingness and aptitude to learn and work confidently.

Essential

- Experience providing administration and calendar management support to staff at all levels, including Board of Trustees.
- Strong project administration skills and the ability to work well within a busy and responsive environment.
- Ability to prioritise work and meet tight deadlines.
- You can use finance and office systems accurately and efficiently

Desirable

- Experience working in a small charity in a similar role.
- Bookkeeping skills and experience in the use of Xero software.
- Experience using Sharepoint, MS Teams and CRM systems.

Selection Process

National Landscapes Association is an Equal Opportunities employer. This means that when carrying out our work and in the employment of staff to undertake this work, we will seek to ensure equality of treatment for all persons regardless of ethnicity, gender, age, marital status, disability, religion, sexual orientation, or economic status.

Secondments from partner or related organisations, or via a consultancy arrangement will be considered.

National Landscapes Association is passionate about investing in growing the talent of its staff and the wider National Landscapes Family. We will appraise applications against the Essential and Desirable criteria for this post.

How we use your personal information

The information which we gather from you during the recruitment and selection process is retained and processed in accordance with the General Data Protection Regulation (GDPR).

Please note that by applying for employment, you are also agreeing to the National Landscapes Association processing such information as may be necessary to assess your application, provided that proper regard is had to the data protection principles in force.

If your application is successful, the information you provide will be retained and will form part of your personnel file. If you are not offered work with the National Landscapes Association, all documentation related to your application will normally be confidentially destroyed after a period of six months.