



Nene Park



EXECUTIVE OFFICER RECRUITMENT PACK

People Team

You will join a department of hardworking individuals who each play their part in keeping the cogs of the head office operating smoothly.

Location

This role is based at our head office in Ferry Meadows – Ham Farm House, Ham Lane, Peterborough, PE2 5UU, with hybrid working arrangements available.

Working Hours

This is a full-time, permanent position, working 37.5 hours a week.

Salary

£27,451- £31,033 per annum, subject to experience.
All of our salaries are externally benchmarked.

Hello from the CEO

Thank you for the interest you have shown in the post of Executive Officer at Nene Park Trust.

This role provides high level personal assistance support to myself, as Chief Executive, and to our Deputy Chief Executive, enabling us to effectively carry out our busy schedules. We are looking for someone reliable, hardworking and conscientious to join our fantastic team in a key and central role.

Nene Park Trust is the registered charity which looks after Nene Park in its entirety. Established in 1988 to ensure that the Park would be managed and protected forever, the Trust looks after all maintenance, coordination of the Park's activity programme and administration of commercial properties in the Park.

Our vision is to be the region's favourite park, providing a permanent haven for heritage and wildlife and a wide choice of recreational activities for the people of Peterborough and the wider community.

Our plans are big and bold! This is an exciting time for Nene Park Trust. In 2017, we worked with partners and communities in Peterborough to develop an ambitious Nene Park Master Plan. This Plan demonstrates how we are addressing a wide range of challenges and opportunities for the Park and the communities it serves. The Plan links to our ten-year Business Strategy 'Doing More with More', which accordingly informs our five-year Business and Action Plan for the Trust. Both our Master plan and strategy are available to read on our website at www.nenepark.org.uk/strategy-and-policies.

Our inclusive recruitment promise

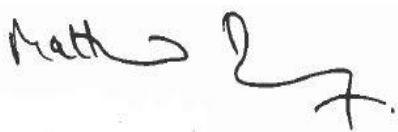
We believe that opportunities are born from diversity. Each individual that is employed by the Trust brings their own perspective through their unique life and work experience that may go beyond the details included in our job descriptions and recruitment packs. That's why we value and welcome applications from diverse groups in terms of race, religion, gender, sexual orientation, age or disability. If this role, and the work that we deliver, excites you, and if you think you would be a great fit, then we would love to hear from you!

Our recruitment process is designed to be inclusive. As such, we have adopted a range of inclusive working practices including anonymised application scoring and ensuring we have diverse interview panels. We understand that there are many barriers when it comes to applying for jobs and if you feel there is anything preventing you from applying for this one, whether that be disability, money, internet access, childcare arrangements or anything else, please get in touch so we can support you through the application process.

In this pack you will find more information about this position and how to apply if you're interested.

I wish you success with your application.

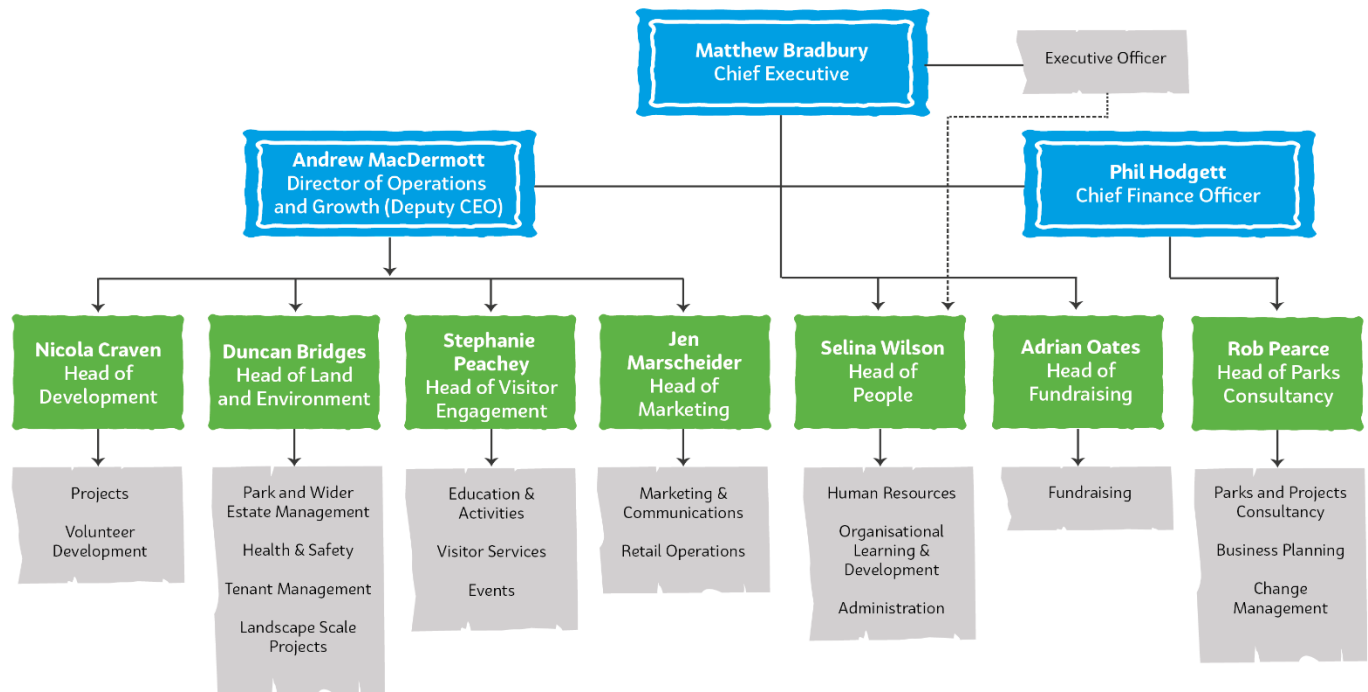
Yours faithfully,



Matthew Bradbury
Chief Executive
Nene Park Trust



The Trust



The role

Executive Officer

Working at the heart of the organisation, the Executive Officer plays an important part in supporting the Chief Executive and Deputy Chief Executive with high level personal assistance support - providing essential diary and email management, ensuring they are fully prepared for meetings, writing papers and reports, and handling a variety of correspondence on their behalf.

The Executive Officer will also have the opportunity to support the wider Senior Leadership Team with various projects and administrative tasks and will support the Company Secretary with administrative duties required for our Board of Trustees, including minute taking and agenda preparation.

This role sits within the People Team, who ensure the Trust's head office is a welcoming space for employees and visitors. The Team also provide organisation wide administrative support. Your role will include providing additional support to the wider People Team, covering absences and helping out during busy periods.

Your experience

Experience of providing personal assistance support in a busy and changing environment will be very important. To be successful you will need to be adaptable and proactive.

The **ability to communicate clearly** to a range of individuals is very important. You will be responsible for liaising with various Trust stakeholders including colleagues, trustees and partner organisations.

Experience of taking concise and accurate minutes is essential for ensuring Board meetings are recorded correctly. You will need an efficient and organised manner.

We are especially keen to hear from individuals who have a **positive, can-do attitude**, are excellent team players and have an excellent approach to changing workloads and priorities.

Job description

Job title:	Executive Officer
Reporting to:	Chief Executive
General purpose: With an organised and proactive mindset, you will be a key asset to the Chief Executive and Deputy Chief Executive by providing comprehensive administrative, organisational and personal support. Working hard to streamline the daily activities and responsibilities of both leaders, as well as our wider Leadership Team, you will enable them to focus on their core tasks and deliverables, allowing them to effectively lead the organisation. This role requires a high degree of discretion, adaptability and the ability to handle a wider range of tasks and responsibilities.	
Key deliverables: <ul style="list-style-type: none">• To maintain and coordinate calendars, scheduling appointments, meetings and events and alert the Chief Executive and Deputy Chief Executive of upcoming commitments and deadlines.• To handle incoming calls, emails and messages, prioritising and responding as necessary and occasionally on behalf of the Chief Executive and Deputy Chief Executive.• To prepare and maintain documents, presentations and reports.• To assess and prioritise tasks, ensuring that urgent matters are addressed promptly.• To ensure the Senior Leadership Team are well-organised and remain on track and well-prepared for key organisational activities.• To respond to ad-hoc administrative and project-related tasks from members of the Senior Leadership Team as required.• To draft agendas, collate and circulate papers and attend and take minutes of various Board and Leadership Team meetings as required.• To support the Company Secretary; ensuring that Trustees are kept up-to-date with Nene Park Trust news and that Companies House and the Charity Commission are kept up-to-date in line with our reporting schedules.• To manage and monitor the devolved budgets for the Chief Executive's Office, ensuring control of income and expenditure throughout the Trust's financial year.• To prepare expense reports on behalf of the Chief Executive and Deputy Chief Executive.• To provide additional support to the Trust's administrative team as required, supporting the smooth running of the Trust's head office.• To support the Trust's various working groups, contributing to the wider operation of the Trust.• To deliver other duties as required to support the organisation.	

Job description

Personal Specification

Requirements – experience:

- Minimum 5 years' experience of providing administrative support in an EA role or similar at senior level.
- Experience of providing varied administrative support to managers and small teams.
- Demonstrable experience of taking timely, concise and accurate minutes of meetings.
- Experience of maintaining administrative systems.
- Excellent IT skills in MS Teams, Word, Excel, PowerPoint, Outlook and video conferencing.
- Well-developed verbal and written communication skills effective in a variety of settings and with a wide range of people.
- Accurate, methodical and organised ways of working.
- Excellent organisational and time management skills.

Requirements – knowledge:

- General education to minimum GCSE standard (grade C or above) including Maths and English.

Requirements – personal characteristics:

- Highly organised and efficient with excellent levels of professionalism.
- Ability to multitask and work effectively under pressure.
- Adaptable and flexible to accommodate changing priorities.
- Excellent interpersonal and communication skills, effective in a variety of settings and with a wide range of people.
- A positive 'can do', pragmatic approach.
- Ability to anticipate challenges and provide effective solutions.
- Ability to maintain confidentiality, act with tact and discretion, and handle external enquiries from a range of stakeholders.

Other points:

- Occasional evening work will be required to support Board meetings.

Why join us?

At Nene Park Trust, we recognise that the high level of service we deliver is dependent upon our excellent staff team and as such, we want to recognise employee's commitments to the Trust through an extensive rewards package. Here are just a few of the things we offer:

Pension Scheme – The Trust provides a generous pension scheme for those eligible. Exceeding the Government's minimum requirements, we contribute 10% of employees' gross salaries directly into their pension pots. An employee's minimum contribution level is 3%, though employees may choose to contribute more.

Employee Discounts and Free Parking – All employees are entitled to free parking at our sites as well as employee discount at our cafes, restaurants and shops.

Learning and Development – With plenty of learning and development opportunities available throughout the year, the Trust is keen to provide all employees with the skills and learning they need to successfully deliver their roles and develop their careers at the Trust.

Life Insurance – The Trust provides life insurance cover of five times annual salary in the event of death in service.

Health Care – The Trust provides access to its comprehensive health care plan with Westfield Health which includes a 24/7 doctors' advice line, cash back for a variety of services including optical and dental and numerous therapy treatments.

Health and Wellbeing – The Trust has a number of appointed Health and Wellbeing Champions, all of which are Mental Health First Aid trained, and implement and deliver a wide range of initiatives to support employee health and wellbeing throughout the year.

Additional Information

Nene Park Trust are proud to have Investors in People (IIP) Gold Level accreditation. This means that as a result of our leadership and management practices and the way in which we support, empower and encourage learning amongst our employees, we can proudly say that we are part of the top 2% of organisations that have reached IIP Gold status!

Notice Period Eight weeks by either party after satisfactory completion of the probationary period.

Holidays The Trust provides a total of 33 days' annual leave (pro-rata for part-time staff), which includes Bank Holidays.



INVESTORS IN PEOPLE®
We invest in people Gold



Applications

If you are interested in applying then please submit your application using the forms provided on our website: www.nenepark.org.uk/vacancies to the contact details below. Forms must be sent by 5pm on Sunday 14th April. If you require a printed copy of an application form please contact us using the details below.

The information you provide in your form will be used to support the scoring process and will determine if you are successful for interview.

Our contact details

Nene Park Trust, Ham Farm House, Ham Lane, Peterborough PE2 5UU

T 01733 234193

E admin.team@neneparktrust.org.uk

Shortlisted applicants will be contacted by Tuesday 16th April and invited for interview on Friday 26th April. Interviews will be held at Ham Farm House, Peterborough, PE2 5UU.

An offer will be made to the successful candidate shortly after the interview date. Candidates should note that any offer of employment made by Nene Park Trust will be subject to satisfactory written references. You must also be able to demonstrate that you have the right to work in the UK and that you have the qualifications listed in your application.

Nene Park Trust is committed to the safeguarding and welfare of its employees, volunteers and visitors. Our safeguarding policy is issued to all new staff as part of our induction process and has been created to ensure that all individuals coming into contact with the Trust are safe and free from harm and therefore, where appropriate, we ask our employees complete a Disclosure and Barring Service (DBS) check.

You are always advised not to resign from your present employment until any offer of employment has been confirmed.

Further Information

For an informal discussion about this role please contact our Head of People, Selina Wilson, on 01733 367571.

If you require any further information about our recruitment processes, or would like to discuss your access needs, such as wheelchair access or hearing support, please state this in your application form, or email admin.team@neneparktrust.org.uk and we will do our best to support you.