



JOB DESCRIPTION, PERSON SPECIFICATION, HOW TO APPLY

Job Title: Personal Assistant (PA)

Reporting to: Chief Executive Officer (CEO), Andy Atkins

Department: Directorate, Finance and Administration

Job Type: Temporary contract - Immediately available: 4 months initially (with the possibility of an extension)

Hours: 30-37.5 hours per week, (0.8-1.0 FTE)

Salary: £28,000- £30,000 FTE depending on experience, plus London weighting of £1,000 FTE and 7% employer pension contribution.

Location: Hybrid role: In the office at least two days a week. A Rocha UK's national office in Brentford, London, a short walk from Brentford overground station (with direct links to Waterloo), 15 minutes from tube station (Piccadilly line), and has good cycling facilities.

Purpose of role:

The PA role makes a major contribution to the efficient running of the organisation by supporting the CEO in his leadership of the organisation internally, and representation externally. The successful candidate will combine proactivity and good organisational skills, with good people skills, team working and discretion in handling confidential information.

The successful candidate for the temporary PA post will be covering for the permanent PA who is scheduled to take extended temporary leave from the end of October.

Context of role:

A Rocha UK is the only national Christian conservation charity in the UK. Our mission is to mobilise Christians and churches to care for the natural world. We do this currently through a number of programmes reaching different parts of the Christian community: *Eco Church* for local churches, *Partners*

in Action, facilitating conservation efforts by Christian land managers, *Wild Christian*, supporting individuals and households to act on nature, including by campaigning, and our programme supporting Christian environmental leaders. We also contribute to several networks - Christian and secular - involved in both practical conservation and climate change work, as well as research, policy and campaigning.

A Rocha UK's Chief Executive Officer (CEO), Andy Atkins, leads the staff body and manages the Senior Management Team. He also plays an important external role, representing the organisation in speaking, writing, fundraising and building links with high level church and other figures. The CEO is office based but frequently absent for external engagements, so that the PA is an essential contact point for staff and external contacts.

Key responsibilities:

CEO diary and meeting management:

- Managing CEO's calendar, scheduling meetings and dealing with meeting requests.
- Assisting with preparation of agendas and papers for regular management meetings.
- May require occasional out of hours support, when the CEO is working out of the office.

CEO communications management:

- Processing and drafting external and internal correspondence for the CEO.
- Liaising with external contacts, staff, volunteers, and trustees on behalf of the CEO.
- Assisting the CEO preparing papers and reports for staff and trustees.

Supporting the CEO in key external facing work, particularly fundraising and influencing:

- Liaising with external contacts to ensure clear and appropriate brief for the CEO's involvement in events.
- Organising travel and accommodation in relation to the CEO's external work.
- Supporting rapid follow-up of new contacts and commitments.
- Tracking progress on the CEO's inputs to fundraising and influencing work.

Person specification:

Essential qualifications, attributes, experience and skills

- Educated to degree level or equivalent experience
- Excellent administrative skills with good attention to detail
- Excellent written and verbal communication skills
- Personally resilient, able to thrive in a busy office with multiple on-going tasks, with peaks of high pressure
- Able to handle confidential matters discretely and calmly
- Appropriately assertive; able to handle people and situations with equanimity
- IT proficiency in standard office packages (Microsoft Office/365 or Google Suite)
- A practicing Christian: A Rocha is a non-denominational Christian charity with a deep commitment to our faith, community and cross-cultural collaboration. This requires all

permanent staff to participate fully in the spiritual life of the organisation, including regular collective prayer and reflection, annual staff residential retreat etc.

Desirable qualifications, attributes, experience and skills:

- Experience of being a PA or similar administrative role
- Experience of working in a charity
- Interest in environment

How to apply:

Please apply by 9 a.m. on Wed 21st Oct 2026 to ukjobs@arocha.org copying in andy.atkins@arocha.org with a CV, and a covering letter of no more than two pages setting out why you want the job and how you meet the key criteria.

Given the urgency of filling this post, we may interview suitable candidates before the closing date so recommend applying swiftly.