

Green Recovery Challenge Fund: Close the Gap - Executive Assistant



PROJECT DESCRIPTION AND PERSON SPECIFICATION

The Green Recovery Challenge Fund is funded by Defra and is being delivered by The National Lottery Heritage Fund (NLHF) in partnership with Natural England and the Environment Agency.

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| JOB TITLE: | Close the Gap - Executive Assistant |
| BASED: | Working primarily from home, with regular visits to The Tree Council HQ in Canada Water, London SE16 when restrictions permit |
| SALARY: | £30,000 - £32,000 per annum (pro rata) |
| PENSION: | 7% contribution by The Tree Council |
| TERMS: | Part-time (circa 25 hours per week, ideally spread over a minimum of 4 days), fixed term role (starting urgently – finishing 31 March 2022), 25 days annual leave (pro rata), plus Public Holidays and the period between Christmas and the New Year |

REPORTING TO: CEO – working closely with Close the Gap Development Manager

LIAISON WITH: Senior Management Team (SMT), Board of Trustees, wider Tree Council team

External liaison: NLHF, Close the Gap Partners, Corporate partners, Charity Members, team at The Queen's Green Canopy

Last November, The Tree Council submitted a successful £1.8m bid to Defra's Green Recovery Challenge Fund. The 18-month programme, called **Close the Gap**, focuses on the role that well-managed hedgerows can play to improve biodiversity, help tackle climate change and inspire wellbeing. The programme runs to the end of March 2022. Subject to funding, we hope it might continue.

At the same time, The Tree Council has been invited to join the Urban Greening Board of The Queen's Green Canopy, celebrating HM The Queen's 70 years on the throne in 2022 with tree and hedgerow planting across the UK, starting this autumn.

Both projects are gaining momentum and we are now looking for an experienced part-time Assistant, who is used to working in a small team, to high standards, in a fast-paced environment. Communication and attention to detail are key. Above all, you should be keen to use your strong organisational skills to support the CEO's busy diary and to help The Tree Council's Development Manager fulfil her ambitious targets. You will have a minimum of two years' experience working at a senior level.

You will be working at the heart of our small, entrepreneurial and friendly team, helping us ensure our work continues to have a significant, national impact.

JOB PURPOSE: Provide support to the CEO and Close the Gap Development Manager to help this small, ambitious environmental conservation charity achieve its national objectives and leave a lasting legacy as a result of Close the Gap.

RESPONSIBILITIES

Support to CEO:

- Manage CEO's diary - organise meetings, prepare papers, record expenses, flag up 'alerts'
- Liaise directly with Chairman's office, Trustees and other key stakeholders on behalf of CEO
- Draft occasional letters/emails on behalf of CEO
- Handle sensitive and confidential information appropriately
- Dive in wherever needed

Support Board of Trustees and Advisory Council:

- Organise regular Board and Committee meeting dates (2021 in the diary, 2022 to do – Board, Finance Committee etc)
- Prepare and circulate papers, attend Board meetings and draft minutes
- Help deliver a hedgerow donor cultivation event in London this autumn, working with Chairman's office and Close the Gap Development Manager. Help to despatch invitations; manage guestlists; co-ordinate suppliers; monitor budgets

Support Close the Gap Development Manager and wider Close the Gap team:

- Support Close the Gap Development Manager:
 - field and sift initial email partnership enquiries
 - help with fundraising proposals (researching corporate partners, compiling case studies, photo sourcing, quotes)
 - support to fulfil hedgerow partner benefits and help create partner impact reports
 - help co-ordinate planting event for corporate partners in November / December 21
- Support Close the Gap Project Manager and team on various activities
 - help organise NLHF and Close the Gap partner meetings
 - help at volunteer days planting hedgerows and hedgerow trees in National Tree Week

PERSON SPECIFICATION

| Person Specification | Criteria * | |
|--|------------|---|
| Qualifications | | |
| <ul style="list-style-type: none"> Educated to degree level | | D |
| Experience | | |
| <ul style="list-style-type: none"> Proven experience in an Executive / Development Assistant role | E | |
| <ul style="list-style-type: none"> Liaising at a senior level with a Board of Trustees, government departments or similar | E | |
| <ul style="list-style-type: none"> Communicating with a wide variety of audiences, from corporates to high net worth individuals, volunteers and community groups | E | |
| <ul style="list-style-type: none"> Proven experience in dealing with high pressure and confidential situations | E | |
| <ul style="list-style-type: none"> Experience of accurate minute taking and record keeping | E | |
| Skills | | |
| <ul style="list-style-type: none"> Possess strong organisational skills, often working to tight deadlines, with a calm and confident manner | E | |
| <ul style="list-style-type: none"> Able to prioritise a heavy workload, multi-task and perform effectively under pressure with excellent attention to detail | E | |
| <ul style="list-style-type: none"> Excellent written and spoken English with an impeccable and personable telephone and email manner | E | |
| <ul style="list-style-type: none"> Confident building relationships at a senior level with a variety of stakeholders | E | |
| <ul style="list-style-type: none"> Discretion and ability to handle confidential matters | E | |
| <ul style="list-style-type: none"> Highly proficient in office IT systems with good knowledge of all MS Office programmes including Word, Excel, Outlook and Powerpoint. Proficient at setting up meetings on Teams / Zoom. In addition, willingness to use Mailchimp, Eventbrite and others (training can be provided) | E | |
| <ul style="list-style-type: none"> Self-motivated, high-energy and pro-active with a 'can do' attitude and a tendency to smile rather than frown | E | |
| <ul style="list-style-type: none"> Willingness to "muck in" and be hands-on, even with everyday / routine tasks | E | |
| <ul style="list-style-type: none"> Understand why trees, the environment, wildlife, education, health & wellbeing are important to people's lives and be able to 'champion' the cause | E | |
| <ul style="list-style-type: none"> Able to use initiative and anticipate potential "sticking points" – good intuition and confidence to flag up potential issues to CEO / Development Manager | | D |

(*) E= Essential D=Desirable

PERSON SPECIFICATION continued

Attitudes:

- Diplomatic and collaborative, builds positive relationships quickly
- High professional standards
- Approachable, with the gravitas to be listened to seriously
- High energy levels
- Highly practical
- Resourceful problem solver
- Can-do, self-starter
- Able to work occasional early evenings (eg: quarterly Board meetings)

The Tree Council team works in a collegiate way, delivering projects together. As a result, there is regular cross-over and collaboration. Each project has a designated leader who takes responsibility for driving, maintaining and monitoring progress.

THE TREE COUNCIL - WHO WE ARE

The Tree Council is a charity and umbrella body bringing everyone together with a shared mission to care for trees and our planet's future. We inspire and empower organisations, government, communities and individuals with the knowledge and tools to create positive, lasting change at a national and local level.

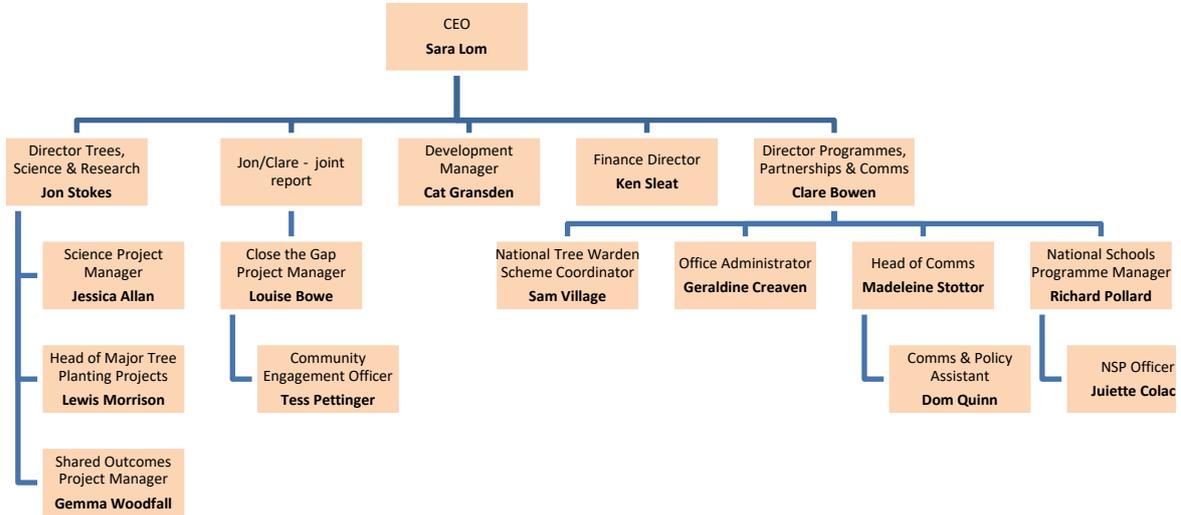
We inspire people to plant and care for trees – the trees in your city street, your local park or school playground, in orchards and hedgerows and rural pastures around the UK. (Other charities focus on forests and larger woodlands.)

We celebrate our 50th anniversary in 2023 and are at an important stage in our development, with ambitious plans for the future.

Our work includes:

- Support for a network of volunteer Tree Wardens who help plant and establish trees in communities across England, Scotland and Wales.
- An annual community programme, which connects people with trees and the natural world, including 'National Hedgerow Week' in May and 'National Tree Week' at the end of November, which celebrates the start of the winter planting season
- A grants programme that helps schools and other community groups fulfil their vision to plant trees, orchards and hedgerows
- Science and social research programme in partnership with Defra, Forestry Commission, Fera Science and top UK universities.
- An important relationship as a 'critical friend' to Network Rail. We advise on vegetation management along 20,000 miles of railway corridors and deliver a £1m community planting programme for Network Rail
- Partnership with our 120 Member organisations including other charities such as the Woodland Trust and Trees for Cities; academic partners such as Reading, Newcastle and Strathclyde Universities; and generous supporters including businesses, major donors and Trusts & Foundations.

The Team



Timetable

If you are inspired by this role at The Tree Council and would like to be considered for interview, please email a CV and covering letter (2 sides A4 maximum for letter) to HR@treecouncil.org.uk

Deadline for applications: 23.00 hours on Wednesday 4 August 2021

- Candidates selected for interview will be notified by Friday 6 August by 6pm

Provisional interview date by Zoom: Tuesday 10 August

- Two professional references will be required

The Tree Council is committed to being an Equal Opportunities Employer

Registered Charity No. 279000

