

Executive Assistant to the CEO and Chair



Role Overview

Salary	£32,254 (FTE)
Contract type	One year fixed-term with the possibility of extension
Hours	Full time (37.5 hours/week) with the possibility of 4 days per week
Function	Executive Assistant to Chair & CEO
Responsible to	The CEO and the Chair of the Management Board
Location	Fully remote – home-based

Purpose of the role

We are seeking an accomplished Executive Assistant to support the work of a dynamic and evolving organisation on a growth trajectory. This role provides professional, reliable and forward-thinking administrative support to the CEO of National Parks Partnerships and the Chair of the Management Board. This support will include administration and the coordination of reporting for the Management Board.

The position calls for strong attention to detail, sound organisational judgement and the ability to show initiative and identify solutions to current and emerging needs that will create efficiencies. You will develop a clear understanding of organisational objectives, and contribute to continuous improvement in ways of working. The successful candidate will be comfortable managing complex tasks with a high degree of independence, responding calmly and decisively when situations require prompt action, and exercising good judgement.

Who we are seeking

We are looking for a candidate that can demonstrate:

- Previous experience providing Executive Assistant support at Director level
- Strong coordination and organisational skills
- Strong interpersonal skills with an ability to work with a variety of styles and personalities. Must be comfortable dealing with people at all levels of seniority
- Excellent communication skills both oral and written
- Experience working within a fast-paced organisation
- Proactive, flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge
- High degree of resilience, perseverance, focus and commitment
- The ability to stay calm under pressure with a mature outlook and approach
- Comfortable within a changing and developing environment
- Strong proficiency in Microsoft 365 applications and CRM systems, with aptitude to learn new software and systems quickly
- Experience of collating, inputting and quality-checking data from multiple teams or sources

- Confident producing clear, accurate reports and presenting data in a format suitable for a senior governance audience such as a board
- A methodical approach to recurring reporting cycles, with the organisation to manage multiple contributors and deadlines

About National Parks Partnerships

National Parks Partnerships (NPP) identifies, secures and manages commercial and strategic UK level partnerships for the UK's 15 National Parks. With a successful track record including partnerships with leading companies including BMW UK, Vodafone, Santander UK, Estée Lauder Companies UK & Ireland, Pearl & Dean, Howdens, Sykes Cottages and Forest Holidays. NPP is a small but entrepreneurial organisation that strives to grow the National Parks family's impact, resources and influence. More about NPP can be found here: <https://www.nationalparks.uk/national-parks-partnerships/>

NPP also drives the engagement of the National Parks in private investment into nature activity with the vision to restore landscapes at scale and to fight the climate and biodiversity crises.

Over the past two years, NPP has grown its operations with the aim of securing and delivering even more value to our 15 UK National Parks. This growth is set to accelerate further over the coming months and years, led by NPP's CEO and Chair.

Main responsibilities

Coordination & Management

- Diary management for CEO & Chair - Ensure diary commitments, documents, and travel arrangements are managed effectively, dealing proactively and calmly with any problems
- Travel management - Coordinate travel and accommodation requirements, including itineraries and logistics. Proactive consideration of potential time efficiencies
- Support team administration and co-ordination
- Work closely with NPP's Senior Leadership Team to coordinate meetings, reporting and information sharing with the CEO, Chair and management board
- Collate and submit expenses and receipts in line with NPP's expenses policy
- Collate and circulate updates for internal updates, reports and documents (e.g. function-specific steering groups)
- Arrange and organise logistics for a range of meetings, from small to large and complex
- Dealing with third parties, employees and senior managers either on the telephone, in person or via email in a professional manner
- Establish relationships with EAs and other colleagues across the National Parks family
- Ability to work flexibly, such as assisting with travel/logistics out of office hours on occasion, or may sometimes be expected to work a longer than average day to fulfil certain priorities that arise

Project Support

- Assist in building slide decks and presentations for use in workshops and events
- Work with the Chair and CEO on specific projects relating to board or business efficiencies

- Use existing NPP systems and processes to provide analysis and evaluation
- Co-ordinate with NPP team around CEO or Chair initiatives
- Produce regular status reports and updates as required
- Support the creation and storing of project documents, ensuring information is accurate, up to date and accessible on SharePoint.
- Help to conduct post-project reviews and capture lessons-learned when required
- Act as a central point of contact for internal and external stakeholders
- Communicate any risks, bottlenecks and required decisions
- Build strong working relationships across the team and externally to support smooth collaboration
- Be proactive in anticipating project needs / issues

Reporting

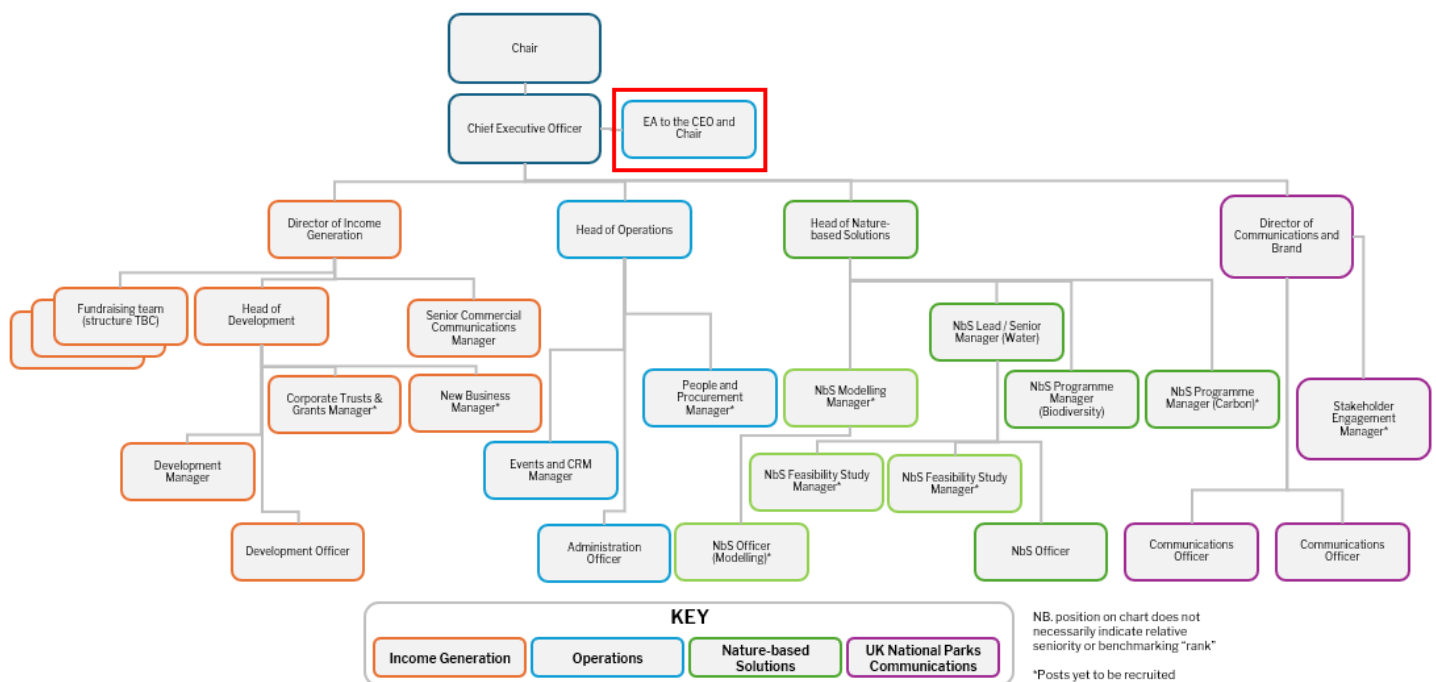
- Support all teams with accurate and timely data input, ensuring information is consistent, complete and correctly formatted
- Coordinate the collation of reporting data from across the organisation ahead of key deadlines
- Prepare and format reporting for Management Board meetings, presenting data clearly and to a consistent standard
- Maintain reporting templates and ensure a consistent house style across board and internal reports
- Work with team leads to resolve gaps, discrepancies or missing data before reports are finalised
- Proactively flag data quality issues, inconsistencies or reporting risks

The below table sets out the essential and desired experience, skills and personal qualities we are looking for in the new postholder. We will evaluate these criteria through your application documents and/or at interview (including, where relevant, any interview assessment or task).

	Essential (E) or Desirable (D)	Evaluation method	
		Application	Interview
Qualifications and Experience			
Experience of executive assistant support at Director level with tasks such as diary management, meeting and travel planning and note taking	E	✓	✓
Experience of undertaking general office administration including processing expenses and responding to general queries	E	✓	✓
Experience of dealing with sensitive and confidential information	E	✓	✓
Experience of working within the Data Protection Act, GDPR and Freedom of Information Act (FOIA)	D	✓	
Experience of working in an organisation with multiple stakeholders and departments	E	✓	✓
Experience of gathering and consolidating data from multiple teams and preparing it for reporting	E	✓	✓

Experience of producing and formatting reports for a board or senior committee	E	✓	✓
Skills			
Excellent IT skills, including Microsoft 365 applications and Adobe PDF software	E	✓	✓
Working with CRM and data management systems and undertaking accurate data entry	E	✓	✓
Confident presenting data clearly and accurately, with strong formatting skills in Excel, Word and PowerPoint	E	✓	✓
Writing briefing notes for meetings and events, preparing presentations and coordinating information sharing	E	✓	✓
Using Canva (or similar) design software to edit templates and existing documents	D	✓	
Personal Qualities			
High level of attention to detail with proven ability to maintain a high standard of accuracy	E	✓	✓
An excellent communicator who can build and foster strong working relationships at all levels of seniority	E	✓	✓
A discrete professional comfortable working with sensitive information, such as financial and HR records	E	✓	✓
A flexible, collaborative approach and ability to work on your own initiative	E	✓	✓
Excellent coordination and organisation skills	E	✓	✓
A problem solver that demonstrates resilience and professionalism	E	✓	✓
A commitment to environmental issues and a passion for the UK's National Parks	E	✓	✓

Organisation chart



Terms and conditions

This is a full-time role working 37.5 hours per week. Hours are to be worked in the afternoon Monday to Friday (4 hours Monday to Thursday, 3.5 hours Friday). We are open to the possibility of four days per week (0.8 FTE) if preferred by the successful candidate.

The role salary is £32,254 per annum (pro-rated if not FT).

The role is offered on a one-year fixed-term contract with the possibility of extension.

Benefits of working with NPP

Pension

Where appropriate, staff are automatically enrolled in the company pension scheme.

Annual Leave and Bank Holiday Allowance

We offer 25 days annual leave and 8 days public bank holidays (pro-rated if not FT) with the option of using bank holidays as leave.

Place of Work

We are a virtual team who all work from home, which will require a suitable home office working environment. IT equipment including laptop and screen is provided. There will be some in-person team meetings and occasional UK travel will be required.

Learning and Development

Everyone at NPP is supported to develop their skills and capabilities. All new employees joining will have a full induction to the NPP work and our policies. We also encourage our employees to take up volunteering opportunities as a great way to share skills, while developing new insights and stronger links with our communities.

Staff Wellbeing

We have measures in place to assist with the wellbeing of our staff including flexible working – to allow for variations in your hours Monday to Friday, where this is compatible with business needs and is by arrangement.

Unsocial hours

Due to the nature of the work some unsocial hours will be required in the evenings and weekends to ensure the effective implementation of this post.

Policies and procedures

All staff are required to abide by organisational policies and procedures and to contribute to the smooth administration of NPP.