**Executive Assistant – Part Time (28hrs per week)**

As an Executive Assistant with **Trees for Life**, no one day is ever the same. Your skills and contribution will enable our senior team to deliver the charities’ goals and mission effectively and efficiently, by managing their time and using your excellent organisational skills.

If your ideal place of work is...

* To be part of a Charity whose mission is to make Scotland a better place for nature and the communities that share this.
* To work for an employer who invests in their people and is a Living Wage employer
* To have a role where you can use your initiative and take complete control over your workload ensuring you, can achieve your own work/life balance

then this is the role for you!

**What you’ll do**

The Executive Assistant will support the CEO, Senior Management Team and Board through providing an efficient and effective PA / administrative function and be accountable for the effective governance of the organisation, ensuring the statutory reporting and compliance are managed in a timely manner.

* Supporting the CEO with the day-to-day workload, diary management, coordinating travel plans, screening calls and research work to support ongoing projects.
* Sourcing information from other staff to support the CEO in his work, especially with external stakeholders and ensuring he is prepared for meetings.
* Maintaining regular contact with existing and potential major donors, organising regular contact with the CEO as appropriate.
* Relationship management, building and maintaining positive relationships with key partners and stakeholders, both internal and external, updating CRM database.
* Supporting the Senior Management Team and the Board with the planning, preparation and note taking of regular management meetings.
* Act as the first point of contact for the CEO, screening calls in an assertive and friendly manner and liaising with high level connections on their behalf when necessary.

**What you’ll bring**

* Knowledge of governance and company secretary duties is highly desirable, though not essential
* Educated to SVQ Level 3, or equivalent, in a related subject (e.g., Business Administration)
* Previous experienced or supporting at Senior Management / CEO level.
* Ability to work strategically and to seek and implement creative solutions
* Excellent writing, communication, and interpersonal skills
* Minute taking / shorthand or fast, accurate speed writing capabilities
* Excellent IT skills including MS Office (Word, Excel, and PowerPoint) with the ability to undertake database management / development and mail merging for correspondence and reports.

**Why should you apply?**

* Given autonomy and flexibility to perform duties with the ability to be innovative & creative
* Great benefits package including a generous 7 weeks paid holiday per annum (pro-rata) with a Christmas shutdown
* Living Wage Employer with Salary Exchange Schemes such as Childcare vouchers, Access to Tech or Cycles for work.
* Flexible working – role can permanently work from home with visits to our offices in Findhorn or Dundreggan, as and when required.
* Friendly and informal – We take our work seriously, but not ourselves!
* Join a team who share your values and ethos regarding the natural world and conservation.

**What to do next**

To apply for our vacancy, please send us a copy of your CV with full covering letter telling us “why” you feel suited to this role to [jobs@treesforlife.org.uk](mailto:jobs@treesforlife.org.uk)

Closing date for applications is **Monday 12th April**, Interviews being held on Tuesday 20th April