

## **JOB DESCRIPTION**

### **GOVERNANCE & BUSINESS SUPPORT OFFICER**

Hours of work: 20 hours per week (flexible over 4-5 days – minimum of 3/4 days in the office)

Type of contract: Permanent

Based at: The Lodge, Littlemore, Oxford and Homeworking

Salary Band: A

### **BACKGROUND**

The Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT) is the only charity working to safeguard wildlife and natural landscapes across the three counties. Founded in 1959 by a small group of volunteers, we now have more than 27,000 memberships and 1,700 volunteers. We own or manage more than 80 nature reserves and work in partnership on conservation projects with local communities, businesses, landowners and local authorities. Each year around 12,000 schoolchildren visit our four education centres. We have strong finances, with an annual turnover of £6 million and we're proud of our highly effective and dedicated team of 150 staff.

BBOWT is part of a national network of 46 Wildlife Trusts, which means our work has a bigger impact, making a difference for wildlife beyond our three counties.

Our 'Wilder' plan for 2021-2026 sets one simple overarching aim: to create more nature everywhere. To do this, we need to inspire people to take action and do all we can to restore wilder landscapes.

Our three main goals are to:

- Put nature into recovery
- Empower people to act for nature
- Secure our future

### **JOB PURPOSE**

- Provides administrative assistance to the Board of Trustees to support them in their governance of the charity
- Provides administrative support to the Finance & Audit Committee, Health & Safety Committee, Project Board, Director Team and Operation Management Group (OMG)
- Responding to enquiries from members of the public and other stakeholders

### **REPORTING LINE**

Reports directly to the People Director

### **EMPLOYEE MANAGEMENT**

This post has no line reports

### **BUDGETARY RESPONSIBILITIES**

This post has no budgetary responsibilities

## **KEY RESPONSIBILITIES**

### ***Enquiries***

- Responding to telephone and email enquiries from members of the public and other stakeholders
- Opening and distributing post delivered to the Lodge as appropriate and administration associated with the post
- Monitoring stock levels and ordering branded clothing and other items as agreed with Line Manager

### ***Secretary to BBOWT Board of Trustees***

- Liaising closely with Chief Executive, Chair / Vice Chair and Honorary Secretary to ensure effective organisation and administration of Board meetings and other meetings and conferences
- Ensuring timely dispatch of Board papers, attending Board meetings and ensuring the timely production and distribution of accurate minutes
- Maintaining and updating the Annual Board Meeting Plan in line with the Trust's Risk Management Strategy and Policy Review Schedule
- Acting as a first point of contact for Trustees and Directors for meeting-related enquiries and constitutional matters
- Supporting the Nominations Committee by managing the process of recruitment, nomination and induction of Trustees
- Contributing to the organisation of the Annual General Meeting
- Overseeing scheduling of other Board sub-group or committee meetings, chiefly the Nature Reserves Acquisition Group and the ad hoc Governance Group

### ***Support for Executive Team***

- Scheduling meetings for the Director Team, Operation Management Group, and all other Committees
- Collating and distributing papers prior to the Finance and Audit Committee, Health & Safety Committee and Project Board and Employee Voice Forum, OMG meetings, taking meeting notes and following up on meeting actions
- Co-ordinating the gathering of content for the Trustee's Annual Review

### ***Other***

- Championing a positive and co-operative culture within BBOWT
- Adhering to all Trust policies, procedures and systems
- Representing the Trust in a professional manner and acting at all times in a manner which will not damage its reputation
- Ensuring that all health and safety obligations are met in all aspects of the role
- To provide regular reports as required
- To engender a culture of membership recruitment within the team
- Any other duties as delegated by line manager, Chief Executive or Chair of the Board

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
Proven experience of providing administrative / secretarial support		✓
Demonstrable experience of organising and administering Board / Committee meetings including writing high quality notes of meetings	✓	
Experience of developing and maintaining office systems and procedures	✓	
Working knowledge of information management, data sources, use of databases and presentation of information	✓	
Ability to communicate effectively both verbally and in writing to a wide range of people	✓	
Ability to prioritise and organise own workload effectively to meet deadlines with an attention for detail	✓	
Proficient in the use of IT packages including MS Word, Excel, PowerPoint, Email, Internet and Database systems, electronic calendars	✓	
Ability to research, interpret and present information effectively	✓	
Demonstrable excellent secretarial skills including management of diaries, travel schedules and work programmes	✓	
Ability to recognise and respond quickly to problems appropriately	✓	
Ability to use own initiative to work efficiently both alone and cooperatively as part of a team	✓	
Enthusiastic, self-motivated, and flexible attitude – willing to step in where needed	✓	
Actively demonstrates the BBOWT behaviours of Connect, Grow, Lead by Example, Positivity & Conscious Inclusion	✓	
Willingness to help out with larger scale BBOWT events such as the AGM, Festival of Nature, Countryfile Live	✓	
Experience of Charity Governance management		✓
Experience of working in the Charity sector/ with volunteers		✓
Interest in environmental or nature conservation issues		✓
Current UK-valid driving licence		✓

**The post will require attendance at evening meetings (minimum five per annum), and occasional weekend meetings (e.g. the Annual General Meeting), some of which may be away from the usual place of work, for which time off in lieu is taken**

**MEASUREMENTS OF SUCCESS**

- Chief Executive, Director of Operations, Operation Management Group, Finance and Audit Committee, Project Board etc. supported effectively
- Board of Trustees supported and serviced effectively and efficiently