

NORFOLK WILDLIFE TRUST



The post of Executive Support Officer - Permanent

It is an exciting time to join Norfolk Wildlife Trust as we approach our centenary celebrations in 2026 and implement our new strategy, expanding our vital work for Norfolk's wildlife.

In our role as leaders for nature, the Trust is working to deliver an ambitious portfolio of work to grow our impact for nature alongside investing to update and future-proof our key systems and processes. We are also actively working to align with RSWT and other trusts in the movement and to develop partnerships with a wide range of organisations across the county and beyond.

To support our Chief Executive Officer (CEO) in leading this work, we are seeking a highly motivated and skilled Executive Support Officer to join our Strategy, Impact and Projects Team. We are looking for an adaptable and pragmatic individual who has a strong sense of ownership and the ability to work both independently and as part of a team.

The successful candidate will have proven experience of providing high-quality administrative support at senior executive or CEO level including effective diary, correspondence and schedule management. They will have strong interpersonal skills with the ability to build successful relationships and model collaboration with colleagues across the trust and the Wildlife Trust movement as well as with senior stakeholders and partners across the county.

Managing and co-ordinating a busy organisational calendar including high profile external meetings, internal leadership meetings and event managing conferences and other forums will be major elements of the role and your experience in anticipating and finding solutions for any problems that arise will be key.

Effective communication skills will be essential and your strong attention to detail will enable you to produce professional and appropriate communications and presentations for a range of internal and external audiences whether in person, in written form or on social media.

With strong skills in the use of the Microsoft Office suite and the use of various virtual meeting and collaboration software, you will have the ability to prioritise your work to deliver multiple tasks on time and on budget.

You will report to our Head of Strategy and work with them to support the compilation and production of our performance reporting, KPIs and other management information as well as coordinating our submissions to RSWT in a range of key areas such as impact measures.

The Executive Support Officer will be based at our Norwich headquarters, Bewick House, 22 Thorpe Road, with some hybrid/flexible working available. They will join a supportive and experienced team, working closely with our Governance Officer to provide seamless support across our Council of Trustees and our leadership teams.

This is a varied, interesting and fast moving role so if you are an experienced Executive Support Officer who is looking for a new challenge and the opportunity to employ your skills in enabling us to deliver a Wilder Norfolk for All then we look forward to receiving your application.

A detailed job description and person specification is attached for information and to assist you with your application.

The salary range for the post will be £28,000 to £30,000 per annum based on experience.

We offer the following benefits:

- Competitive annual leave entitlement
- 8 % employer contribution to Aviva pension (2% employee minimum)
- Group income protection and death in service benefits (for pension members)
- Employee Assistance Programme
- Enhanced maternity, paternity and adoption policies
- Learning days
- All staff are eligible for free admission to our nature reserves and visitor centres.

NWT has a hybrid working policy in place and there is an expectation of regular weekly working from Head Office, (Bewick House, Norwich) with a degree of remote and flexible working available. Core office hours are Monday to Friday, 09.00 to 17.00.

In addition, the postholder may need to be available for occasional evenings and weekend working for which reasonable time off in lieu will be granted.

Holiday entitlement is 25 days plus bank holidays. This increases by one day per year up to a maximum of 30 days.

Application Procedure

Candidates should apply by sending a copy of their CV, giving details of education, qualifications and employment experience. Please also supply contact details of two referees. You should also include a statement of application outlining why you consider yourself suitable for the post and what particular experience, skills and attributes you have which will enable you to fulfil the essential and desirable requirements of the job. It would help the selection panel if you refer to the duties and requirements of the job description enclosed in framing your statement.

Completed applications should be marked 'Private and Confidential' and e-mailed to recruitment@norfolkwildlifetrust.org.uk.

The closing date for receipt of applications is start of business (09.00 BST) on **Tuesday 22nd April 2025**. Applications received after that date will not be considered. Interviews will be arranged for the week commencing **Monday 28th April 2025**.

We regret that we are unable to reply to all applicants due to the quantity of correspondence. We will only contact you if you have been selected for an interview.

If you have not heard from us by **Friday 2nd May 2025** you should assume your application has not been successful on this occasion.

Thank you for your interest in the role and the work of the Trust, good luck with your application.

Norfolk Wildlife Trust