**Executive Assistant**

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| **Location** | **Reports to** | **Hours** | **Salary** |
| Bore Place, Chiddingstone, Kent, TN8 7AR | CEO | 25 hours over 5 days | £24,000 FTE£16,000 Pro-rata |

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| **Who are we?** |
| Bore Place is set in 500 acres of countryside encompassing an organic dairy farm, organic market gardens, venue, and environmental education centre, as well as programmes providing opportunities for vulnerable and disadvantaged young people. Bore Place is run by the Commonwork Trust, a registered Charity and Company Limited by Guarantee.We are committed to creating a better future by providing a place that brings sustainability to life and offers opportunities to learn, grow and be inspired.  For over 45 years we have worked towards operating as sustainably as possible, whilst engaging and inspiring as many people as possible. From our early commitment to organic farming, and our drive to reduce our carbon emissions by generating our own green energy, to running education programmes for young people who need an alternative learning environment, Bore Place continues to evolve with a green and social agenda. We are determined to play our part in creating a better environmental, social, and economic future and have set a new Strategic Plan for the next 5 years to do so.  |

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| **The role**  |
| This post will assist the CEO and SMT to deliver our strategic aims and objectives by providing effective and high-quality administrative support.We are looking for a highly organised and pragmatic individual with experience in managing multiple workstreams, organising and minute taking at meetings, comms, supporting a CEO or Senior Manager and providing consistent and reliable administrative support.You will be passionate about supporting a charity in your local community.​You will join a friendly, dedicated team that is passionate about our agenda, and you will have access to training, development opportunities, and wellbeing support.  |

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| **Key Responsibilities**  |
| **CEO Support*** Proactive diary management.
* Arranging staff events and meetings.
* Oversight of CEO correspondence and email.
* Liaison with trustees, contractors and partners.
* Drafting presentations and papers.
* Drafting internal comms to staff and partners.
* Hosting CEO visitors.
* IT support including scanning, copying, communicating with our IT provider and ensuring good housekeeping with all areas of electronic filing and systems.
* Be an ambassador for our values, mission, vision and priorities.

**Board and SMT support*** Coordinate quarterly trustee and committee meetings.
* Minute and action recording for Trustee and Committee meetings.

**HR Admin*** Supporting recruitment and coordinating staff induction.
* Drafting contracts and managing HR files and records, including annual leave.
* Maintaining our Single Central Record and arranging DBS checks.
* Updating policies.
* Maintaining training records.
* Keeping staff and trustee web information up to date.

**Office and Trust support*** Ownership of the office space, ensuring it is well stocked (stationery and refreshments) and tidy.
* Coordinating the staff veg box scheme.
	+ Annual leave cover for reception education bookings and guest support.
	+ General email, phone, post, visitor and office support.
	+ Guest support email and communications.
* Annual updates of organisational certifications including Green Tourism, Learning Outside the Classroom and Soil Association.
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| **Demonstrable Competencies**  |
| **Values driven –** in all aspects of your work and being part of Bore Place.**Confidentiality** – always ensuring strictest confidentiality.**High standards** – ability to deliver the best with resources available to a high standard.**Multi-tasking** – ensuring all plates are kept spinning, excellent organisational and planning skills.**Communication** – excellent drafting and proof-reading skills and verbal comms with team.**Customer orientated** – an inherent drive for exceptional satisfaction levels and delivery.**Persistence** – demonstrate the willingness to go the distance to get things done.**Solutions focused** – ability to assess issues and identify solutions.**Integrity** – live up to verbal and written commitments, values-driven, deliver commitments on time.**Team orientated** – a strong team player.**IT whiz -** Up-to-date IT skills with practical ability with office applications – Sharepoint, Teams, Word, Excel, Outlook and PowerPoint. |

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| **Our Values** |
| **Inspire**  **Inspiring and learning through experience** - We inspire people to look after the Earth, enjoy the living world and become guardians of its future.**Regenerate****Regeneration in action** - We seek to be a real-life model of regenerative practice and instill this at the core of everything we do.**Collaborate****Making a Difference Together** - People and partnerships are at the heart of our organisation. We acknowledge that to achieve real change we need to work with others. This collaborative approach is key to our success.**Be Inclusive****A fair and inclusive environment** - We champion and promote inclusion, equality, and diversity always. We aspire to be an organisation where people feel valued and included equally. **Take Ownership****Personal and collective responsibility** - Bore Place belongs to us all. Together we care for the land and provide a well-managed, accessible space, rich in wildlife where our values are central to our actions and choices. |

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| **Benefits of the role and working at Bore Place** |
| * A diverse role within a growing organisation with clear accountability.
* Ability to make a significant difference to the lives of others and see the direct impact of your role.
* Flexible working arrangements.
* Pension.
* 38 days paid holiday – including bank holidays.
* Coaching and support.
* Opportunity to undertake further learning and training.
* Life insurance, EAP, pension, staff discounts on courses and food.
* A glorious countryside location with free parking onsite.
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| **Diversity** |
| Bore Place is committed to promoting a diverse and inclusive workplace where everyone can be themselves and succeed on merit. We strive to ensure that opportunities to work and develop at Bore Place are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic.Please notify us of any disability at the earliest opportunity should you wish us to make any special arrangements for the application process or, if successful, for the role. We will ensure we make reasonable adjustments wherever we can. |

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| **Safeguarding and DBS** |
| The safety and welfare of children and other vulnerable people at Bore Place is extremely important to us and is why we pride ourselves on our Safeguarding procedures.  All positions at Bore Place are subject to a Disclosure & Barring Service (DBS) check at the appropriate level.  |

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| **Right to work in the UK** |
| It is a requirement that any successful applicant has the right to work in the UK and can provide evidence of this. This would be an express term and condition of your employment with us.  |