

Governance & Executive Support Officer

National Biodiversity Network Trust

Job Pack, March 2025



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Governance and Executive Support Officer

Salary: £12,600 for 17.5 hours per week (£25,200 full-time equivalent)
Location: Fully remote, working from home, with some travel.
Contract: Permanent.
Hours: 17.5 per week (0.6FTE). Flexibility regarding working pattern.
Closing date: 9am, Friday 21 March 2025
Interviews: Friday 28 March 2025

Could you be the talented Governance and Executive Support Officer we're looking to welcome into our small, friendly nature charity? Working with our Board of Trustees, CEO and Senior Management Team, you'll play a part in protecting and restoring UK wildlife, while advancing your career in the fast-growing 'nature and climate' space.

The NBN Trust is a nature charity with a difference. Our mission is "making data work for nature". "*Data??? That's a bit niche!*", I hear you say. And you're right – but it's a vitally important niche. The UK is one of the most nature-depleted countries on Earth and, if we're to stand any hope of fixing it, we're going to need data. Lots of data. "What gets measured gets done", as the saying goes. We need to understand what we've lost and what remains. We need to set targets for nature's recovery. And we need to measure success as nature turns the corner and starts to make a comeback.

That's where the NBN Trust comes in. We support the entire UK conservation movement by providing public access to the wildlife data that's needed to make good decisions for nature. We're a conservation charity, tech charity and people charity rolled into one – a unique combination! Could we be your next career move?

Our health and impact as a charity depend on sound governance and effective management. Through the recent restructure and expansion of our Finance and Operations team, we have created the new role of Governance and Executive Support Officer to underpin both these vital areas.

The key responsibilities will be:

1. Co-ordinating communication with the Board of Trustees and supporting effective governance.
2. Providing administrative support to the CEO and Leadership Team.
3. Contributing to the NBN Trust being a great place to work.

We're a 100% remote-working charity, so you'll need to be comfortable and effective working from home. The whole team meets up four times a year for in-person team meetings (in London and other locations around the UK).

We're an equal opportunities and Living Wage employer. We welcome all applicants, and we're striving to create an inclusive and diverse team. If you're interested in joining us, please read on – and get in touch if there's anything you'd like to ask.

About the NBN Trust

The NBN Trust was founded 25 years ago by a visionary group of people and organisations who recognised that poor access to wildlife data was severely hampering efforts to protect and restore nature. Wildlife data is collected by hundreds of organisations and tens of thousands of volunteers and professional ecologists across the UK – it's potentially a phenomenal resource. But all too often this data is locked away in lonely spreadsheets and databases, inaccessible to all but a handful of people. What was desperately needed was an organisation focused on breaking biodiversity data out of its silos and helping it live its best life, to be used over and over again to help nature. That's us!

What we do

We manage the UK's largest partnership for nature – the National Biodiversity Network – which brings together more than 200 organisations with an interest in collecting, sharing and using biodiversity data. The NBN includes household names like the Natural History Museum, the National Trust and the Royal Horticultural Society, as well as specialist bodies like the Bat Conservation Trust and the British Dragonfly Society.

Our data portal, the NBN Atlas, is the UK's biodiversity data repository. It's one of the largest publicly accessible wildlife databases in the world. A treasure trove of information about more than 50,000 species from seals to centipedes, it's relied upon by conservationists, researchers and educators across the UK and beyond.

Much of the data we share is created by the UK's remarkable community of volunteer wildlife recorders. We manage iNaturalistUK, one of the fastest growing wildlife identification and recording apps, used by more than 52,000 people.

You can read more about us here:

- [Our team](#)
- [Our 2022-2027 Strategy](#)
- [Our 2023-2024 Impact Report](#)
- [NBN Atlas](#)
- [iNaturalistUK](#)

Your career development

In this newly developed role, you'll be in fantastic position to enhance your charity governance and administration skills, while also learning about UK nature conservation and the vast range of organisations working together to tackle the biodiversity crisis.

Governance and Executive Support Officer

The Governance and Executive Support Officer will report to our new Head of Finance and Operations (this role is also currently in recruitment). Your responsibilities will include:

1. Co-ordinating communication with the Board of Trustees and supporting effective governance.
 - a. Working with the CEO and Leadership Team to plan and co-ordinate meetings of the Board of Trustees and all sub-committees, including setting the agenda, requesting and circulating papers, and taking minutes.
 - b. Routine communication with the Board between meetings, including gathering information and co-ordinating the approval of policies and other documents.
 - c. Organising the AGM (which takes place at the annual NBN conference).
 - d. Working with the Chair and CEO to co-ordinate and deliver the annual governance workplan.
 - e. Maintaining a renewal schedule for all Trust policies and liaising with the relevant managers to review and update policies as necessary.

2. Providing administrative support to the CEO and Senior Management Team.
 - a. Assisting the CEO and Leadership Team with administrative tasks, including arranging meetings, travel and other routine activities.
 - b. Working with the Information and Resources Officer to monitor the Trust's Support Inbox, responding to routine requests and directing non-routine enquiries to the relevant team member for resolution.

3. Contributing to the NBN Trust being a great place to work.
 - a. Playing an active role in the NBN Trust team, including participation in team meetings, training events, cross-team task groups and the annual NBN Conference.
 - b. Embracing the Trust's values and helping build a strong and mutually supportive team.
 - c. Openly sharing ideas, experiences, successes and failures to help our team learn and grow.

What we're looking for

Above all else, we're looking for someone who is organised and efficient, and who shares our values. The table below suggests the kinds of experience and expertise we're looking for, but we don't expect candidates to meet all the criteria. This is an exciting role and there's huge potential for innovation and learning. We'll support your 'on-the-job' learning and invest in external training to build your skills further.

Category	General experience/expertise	Specialist experience/expertise
Qualifications	Qualification not essential, but you may have a degree or qualification in business administration or similar.	
Administration and organisation	Experience in office or business administration, including organising meetings. Effective at managing and prioritising a diverse and changing workload.	Experience providing administrative assistance to senior staff and/or Board members.
IT skills	Proficient in Microsoft 365 applications, particularly Word, Outlook, Teams, Powerpoint, Excel and Sharepoint.	Experience setting up online meetings and events.
Communication skills	Excellent interpersonal skills. Very good written communication skills.	Experience taking meeting notes/minutes.
Problem solving and customer service	Enjoys solving problems and helping others. Positive and adaptable.	
Team working	Able to work effectively within a team and alone, knowing when to ask for support.	Experience within a fully remote team, able to maintain motivation and productivity when home-working.

Working arrangements and flexibility

This position will be home-based, with travel once a quarter for in-person team meetings and Board meetings. The post is part-time, and we can be flexible with regard to the days/hours you wish to work.

Salary and pension

The salary for this position is £12,600 for 17.5 hours per week (£25,200 FTE)

The NBN Trust automatically signs staff up to a pension plan through the People's Pension. The Trust will contribute double the employee's pension contribution up to a maximum Trust contribution of 7% of the gross annual employee salary.

Holidays

The annual leave year runs from 1 April to 31 March. All staff are entitled to 28 days per annum (pro rata for part-time staff). In addition to this, staff are entitled to all UK bank holidays and 3 days (pro rata) which can be taken between the Christmas and New Year period.

Hours

17.5 hours per week. The Trust operates a flexitime system.

Living our values

We're passionate about the Trust being a great place to work. We believe that we're all at our most productive and creative when we're happy, motivated and growing in our roles. As a team, we're continually listening, learning and reviewing what we can do to support this.

Our values, created by the team, are:

- We have **Integrity** – We are open and honest in our work and acknowledge our mistakes in order to learn and grow.
- We are **Trusting** – We are reliable and believe in each other.
- We are **Collaborative** – We work in a flexible, supportive and approachable manner and work as a unified team.
- We are **Resilient** – We show commitment and challenge ourselves, and we act in a sustainable and ethical manner.
- We are **Respectful** – We are positive, kind, and fair in our actions.
- We are **Customer focused** – We use our individual and group expertise to ensure a quality service for our customers, stakeholders and beneficiaries.

We want to make a career in nature conservation accessible to everyone. We welcome all applicants, and we're striving to create an inclusive team.

We're proud to have signed Wildlife and Countryside Link's [Diversity and Anti-Racism Statement](#) and to be working with partners from across the environmental sector to advance equality, diversity and inclusion, including through the [Route Map towards Greater Ethnic Diversity](#).

We're really into health and wellbeing, and we're conscious that it's harder to look out for each other when working remotely. Currently one-third of our team members are trained in Mental Health First Aid, and we subscribe to a 24/7 Employee Assistance Programme, so there's always someone for you to talk to if you're needing support.

To apply

Please send your CV along with a cover letter (no more than 2 sides of A4) to hr@nbn.org.uk Your covering letter should include the following:

- Why does this role interest you?
- What key aspects of your experience equip you for this role?

The closing date for applications is **9am on Friday 21 March** and interviews are expected to take place on **Friday 28 March**. Successful candidates will be contacted by **5pm on Monday 24 March** to confirm the details of their interview and any associated tasks. Interviews will take place virtually, via Microsoft Teams, and interview questions will be shared with candidates in advance.

If you would like to speak to someone about the role before you apply, please email hr@nbn.org.uk to request a call.

Thank you for your interest in the NBN Trust. We hope you'll apply.

