



Woodlands of Ireland requires an Executive Assistant to the CEO. February 2023

The Woodlands of Ireland Project is a Private Limited Company with Charitable Status (Company number:499781; Charity number: CHY 20013), operating with co-funding from the Forest Service, the National Parks and Wildlife Service and The Heritage Council. It operates in a partnership format involving those with an interest in protecting, enhancing and expanding Ireland's native woodland resource.

Our vision is: *'To promote the enhancement and expansion of our native woodlands and to increase public awareness of their value'.*

The following are the current objectives of Woodlands of Ireland:

1. Promotion;
2. Policy Advocacy;
3. Training / Education / Technical Expertise;
4. Community Networking / Partnerships; and
5. Support Implementation.

In advancing the vision and objectives of Woodlands of Ireland, the Executive Assistant will support the CEO to:

- develop, coordinate and promote projects and activities relating to native woodlands in a partnership format, as appropriate;
- underpin native woodland and related projects by providing relevant training, direct dialogue, publishing guidance notes and other technical support;
- support the development and implementation of the Native Woodland Scheme and relevant policies, particularly in the areas of, inter alia, forestry, conservation and water;
- promote the objectives of the Woodlands of Ireland by, inter alia, publishing articles, undertaking media interviews and launches, organising seminars/conferences, and delivering presentations to stakeholder groups;
- administer the day-to-day work of the Woodlands of Ireland, including the securing of core funding and additional sources of funding;
- liaise with, and report to, attend meetings and provide project management progress reports to the Board of Directors, the Technical Advisory Panel and the Guarantor members at an Annual General Meeting;
- manage the finances of the organisation in an efficient, transparent and legally compliant manner;
- complete other tasks appointed by the Board, as appropriate and reasonable.

Professional development to advance the role of this post may be provided, as required.

Executive Assistant to the CEO Full Job Description

Position Summary: Reporting directly to the CEO. The ideal candidate will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organisational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times, to handle a wide variety of activities and confidential matters with discretion and sound judgment.

What will you do?

- The essence of this role is to free up as much time as possible for the CEO to focus on strategy and growth.
- Provide administrative and organisational support
- Update Social media platforms and
- Manage remote meetings via Zoom or Teams
- Work on special projects as assigned by the CEO.
- Work directly with the CEO to support all aspects of his daily work routine.
- Become familiar with all bespoke company activities
- Sort, triage and maintain emails, including appropriate response and prioritisation when necessary.
- Provide administrative assistance, such as writing and editing emails, drafting memos, and preparing communications on the executive's behalf.
- Maintain the CEO's calendar, including scheduling meetings, appointments, speaking engagements, and travel (may include domestic and international) arrangements.
- Assist the CEO in the development of presentations for internal and external audiences.
- Assist the CEO in the development of regular communications to internal and external stakeholders (funders, partners and social media)
- Determine priority of matters of attention for the CEO; or handle matters personally, as appropriate.
- Schedule Technical Advisory Panel, Board of Management and other stakeholder meetings; assist in the preparation and distribution of meeting agendas and materials.
- Maintain electronic filing systems, including maintenance of the Woodlands of Ireland Archive.
- Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries.
- Act as the point of contact for general information about Woodlands of Ireland
- Manage CEO's financial, compliance and regulatory controls
- Other additional and/or alternative duties as assigned from time to time.

Essential Skills & Requirements:

- Strong organisational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail with strong analytical skills in research and reporting.
- Very strong interpersonal skills and the ability to build and maintain relationships
- Highly resourceful team player, with the ability to also be an extremely effective individual contributor.
- Social media skills and management of remote meetings
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of stakeholder/client service and response.
- Fluent in English
- An interest in understanding Irish Gaelic language terms in relation to interpreting placenames and land use history on the island of Ireland.

Desirable Education & Experience

- Qualification in land based Ecology/ Forestry/Agriculture is preferred
- Minimum 3 years' experience supporting at Senior Management level
- Proficient in Microsoft office suite, Word, PowerPoint, Excel, Adobe InDesign and other frequently used software & programs
- Experience in project management would be beneficial
- Excellent organizational skills
- Excellent operational skills
- Excellent interpersonal and communication skills
- Good numerical skills
- Full clean Driving License

Job Type: Full-time 3 year contract

Salary: €33,000-€37,000 per year

Benefits: Annual leave 22 days

Schedule: 39 hr week

Ability to commute/relocate: Office located in Drumshanbo, Co. Leitrim

Work location is a mix of office, working remotely and visiting sites on the island of Ireland.

Please apply with a Curriculum Vitae and Cover Letter to info@woodlandsofireland.com by

March 24th 2023