



Candidate Information

Executive Assistant to the CEO and the Founder & President

Tusk Trust

Overview

Tusk is looking to recruit an Executive Assistant to support the CEO (Nick Bubb) and the Founder & President (Charlie Mayhew OBE).

The role will provide broad support for a wide range of activities and all essential administrative functions. It is envisaged that much of the work will be managing the high volume of communications received by these two senior executives, as well as helping to coordinate their day-to-day schedules and overseas travel diaries.

It is anticipated that the successful applicant will be able to prioritise and manage many of these activities autonomously and will come to the position with a proven track record of operating in a similar function.

The role will be based out of Tusk's headquarters in Gillingham, Dorset, with the potential for some limited working from home, as well as travel to London and potentially elsewhere on occasion.

About Tusk

Tusk's mission is to accelerate the impact of African-driven conservation.

We partner with the most effective local organisations, investing in their in-depth knowledge and expertise. By supporting and nurturing their conservation programmes, we help accelerate growth from an innovative idea to a scalable solution.

For over 30 years, we have helped pioneer an impressive range of successful conservation initiatives across more than 20 countries, increasing vital protection for over 50 million hectares of land and more than 40 different threatened species. From the plains of the Serengeti to the rainforests of the Congo Basin, we're working towards a future in which people and wildlife can both thrive across the African continent.

Further details may be found on the Tusk website www.tusk.org

Duties & Responsibilities

- Manage the CEO's email communications
- Full diary management for the CEO. This is focussed on Tusk meetings and events but will also involve coordinating with personal engagements
- Support the Founder & President with external communications and diary management on an ad-hoc basis
- Manage both domestic and international travel logistics for both the CEO and the Founder & President
- Support the CEO and the COO to arrange board meetings, including the preparation of associated documents
- Support the management of communications with Tusk's Trustees, Development Board and Ambassadors
- Draft a broad range of external communications

- Working under the guidance of the Brand & Graphic Design Manager, ensure that external documents and presentations produced for the CEO and Founder & President conform to Tusk brand guidelines
- On occasion, read and summarise a range of external documents
- Support internal communications including with other members of the Tusk teams in Gillingham, Kenya and the USA
- Maintain detailed contact information on the Salesforce database
- Work with the events team to assist with the organisation and coordination of fundraising events / receptions
- Handle ad-hoc initiatives as required
- Prepare and submit expense claims on behalf of the CEO and Founder & President.
- Provide essential administration services.

General

- The nature of the charity demands that this role be flexible to assist generally with all aspects of the work carried out at Tusk and is not limited to the duties listed above
- Uphold the reputation and integrity of the charity
- Ensure that correct health and safety standards are observed when carrying out the above duties, applying risk assessments when appropriate, and acting accordingly
- Work within the approved financial authorities

Experience And Skills

Essential:

- Excellent English language skills
- Excellent attention to detail
- Ability to work both autonomously and as part of a team
- Ability to build strong working relationships both internally and externally
- Good organisation, time management and ability to focus on a specific task (as well as multi-tasking)
- Good knowledge of Microsoft Office
- A desire to help Tusk achieve its mission of accelerating African-driven conservation
- Eligibility to work in the UK

Desirable:

- A good understanding of African wildlife conservation issues
- Prior experience of working closely with senior executives
- Good knowledge of Adobe, or similar design software
- A basic knowledge of Salesforce

Terms & Conditions

Location: Gillingham, Dorset (with the potential for some working from home)

Working Hours: Candidates must be able to work five days a week (Mon-Fri) with flexibility around core working hours of 9:30 – 17:30. We are open to considering a part-time, 4-days per week option, depending on circumstance.

Periodic travel within the UK will be required, and a willingness to participate in Charity events at evenings and weekends is essential.

Remuneration: Annual salary in the region of £35,000 according to experience.

Holidays: 25 days per annum

Other benefits: Following satisfactory completion of a 3-month probationary period, Tusk provides access to a stakeholder pension scheme, private healthcare and death-in-service life insurance.

To apply, please send a CV and covering letter to info@tusk.org

Closing date for applications: Monday 13th May 2024 (23:59)