



GOVERNANCE AND BOARD ADMINISTRATOR CANDIDATE PACK

March 2025

WHO WE ARE

The Heart of England Forest is helping to reverse centuries of woodland decline by creating and conserving a huge broadleaf forest in the heart of the country, a place of enduring natural beauty, protected and secured for generations to come.

We take our mission very seriously; it has never been more important to invest in our natural environment. Our work creating biodiverse habitats that support not just wildlife, but human life, will give us all the best chance of adapting to our changing climate.

The Forest is more than just trees...

It is home to an incredible array of habitats, including new tree planting, mature and ancient woodland, grassland, heathland, farmland, and wetland, that enable animals, plants, and people to thrive. As the Forest grows, eventually covering 30,000 acres (an area the size of 17,000 football pitches), so too will the benefits to both our health and that of the natural world.



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WHO WE ARE (continued)

To achieve this goal, we will plant 13 million native broadleaf trees. By planting a variety of up to 30 native species we are creating a climate change resilient woodland.

The Forest is all about connections; from its green corridors, the hundreds of miles of access for people to spend time in the outdoors, and our collaborations with partner organisations and the emerging Local Nature Recovery Strategies to maximise biodiverse interconnected habitats that support the UK's native animal and plant life.

The significance and scale of our work cannot be underestimated: The Heart of England Forest will become one of the largest native forests in England.

By planting a variety of up to 30 native species we are creating a climate change resilient woodland



If this inspires you then please read on to find more about who we're looking for...

OUR PEOPLE

We take great pride in investing in our colleagues. We were one of the first organisations to deliver the [forestry apprenticeship](#), to address the skills gap and improve diversity within the sector.

Read more here: [Celebrating National Apprenticeship Week 2024 | Heart of England Forest](#)

We value our people; we are proud to be a [Real Living Wage Employer](#) and a [Disability Confident Employer](#).

Our amazing community of volunteers helps us with all aspects of creating and managing the Forest all year round, including tree planting, wildlife and habitat surveying, managing footpaths and assisting with our education programmes. We are proud to have been awarded the [Queen's Award for Voluntary Service](#), recognising the incredible support our volunteers give to the charity.

Read more here: [Heart of England Forest volunteers recognised with Queen's Award | Heart of England Forest](#)



JOIN US

Maintaining and managing the Forest in perpetuity for the benefit of people, wildlife and the environment is our biggest challenge.

This is an exciting time of growth and development for the Heart of England Forest. In 2024 the Charity welcomed Heather Acton as its new Chair and Andy Parsons as Chief Executive, and working with the team and Board of Trustees, they are reinvigorating our ambitious vision and putting in place a new strategy to deliver one of the most significant resources for a bigger, better and more joined up nature recovery network.

You can find out more about our impact here:

[Our impact | Heart of England Forest](#) and in our most recent annual report: [Download our Annual Report | Heart of England Forest](#)



If you are inspired by our vision and our energy and would like to join us in creating an incredible breath of fresh air for the nation, we would love to hear from you.

THE ROLE

ROLE SUMMARY

In this role you will be the main support for the Chair and Vice Chair of the Board, as well as the wider Trustee membership, ensuring smooth and effective governance, as well as providing some support to the Chief Executive and the Chief Financial and Operating Officer.

You will be the main point of contact for our Trustees, this includes co-ordinating Board and committee meetings, preparing agendas and documentation, minuting meetings, and ensuring compliance with regulatory requirements.

You will have excellent attention to detail and be able to manage multiple deadlines. You will have excellent communication skills, keeping the Trustees and Senior Leadership Team up to date with relevant information.



KEY RESPONSIBILITIES

BOARD SUPPORT

- Prepare and circulate the quarterly Board papers (liaising with the Chair and CEO), arrange meeting space and refreshments for these meetings, attend to take minutes and circulate these after the meetings in a timely manner.
- Arrange the dates of the Board's Committee meetings, liaising with the Committee Chair and relevant lead officer, and circulating papers in advance. Attend meetings to take minutes and circulate these after the meetings in a timely manner.
- Provide administrative support, when required, for the Chair and Vice Chair of the Board. Acting as the key point of contact for Trustees and committee members, supporting their engagement and compliance.
- Support the Trustee and committee recruitment and induction process, ensuring seamless onboarding and inductions.
- Help to co-ordinate visits and events involving Trustees and external stakeholders.

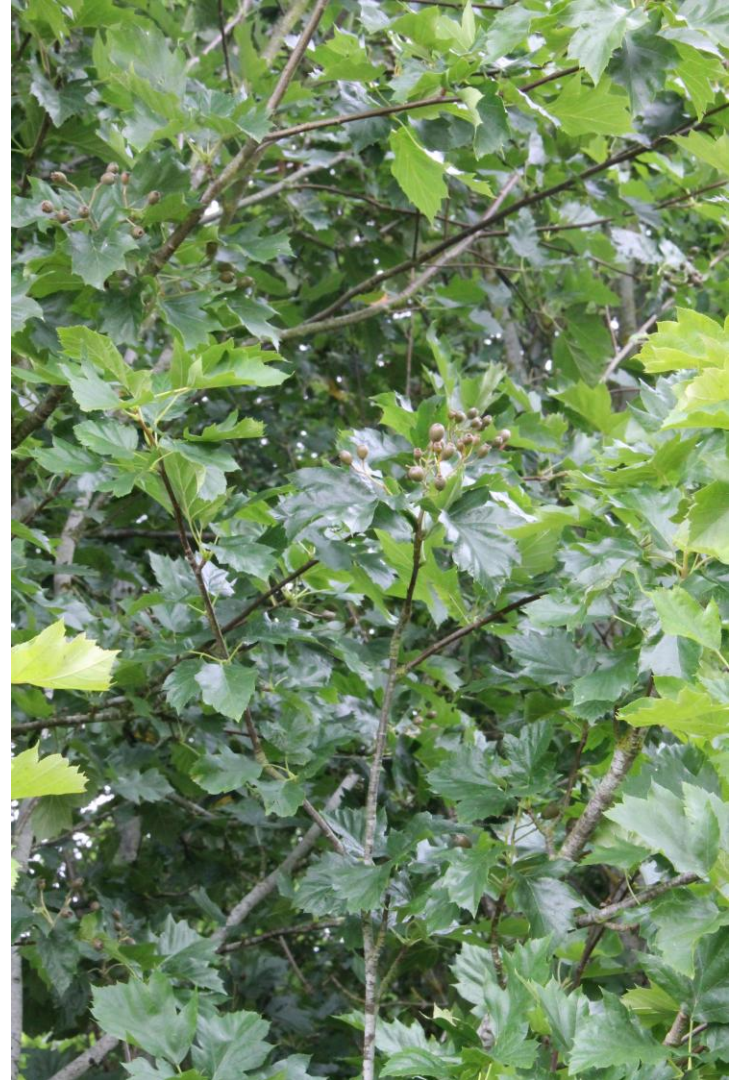
EXECUTIVE GOVERNANCE

- Managing governance records, including Trustee and committee member records, corporate policies, etc.
- Developing and maintaining governance policies and procedures, ensuring alignment with best practices and legal requirements.
- Supporting and suggesting governance-related training and process improvements across the organisation.
- Maintain SharePoint libraries and sites so that Trustees have access to all relevant information in one location, ensuring compliance with relevant security and IT policies.
- Ensure that the filing of relevant Charity Commission and Companies House returns are completed on time.
- Oversee the updating and reporting of the Annual Work Programme and Key Performance Indicators, liaising with the CEO and senior managers.

KEY RESPONSIBILITIES (continued)

GENERAL

- Demonstrate and promote the values of the Heart of England Forest.
- Maintain a commitment to high standards of health and safety at all times. Ensure all work is undertaken within the Heart of England Forest health and safety policy and processes.
- Commit to continual professional development.
- Play an active part within the wider Heart of England Forest team.
- Make active use of information and resources gained via personal networks to inform the development of this role.
- Perform any other duties consistent with the role and / or reasonably required by your line manager, and/or the Senior Leadership Team.





YOUR SKILLS AND EXPERIENCE

EXPERIENCE AND KNOWLEDGE

- Experience in corporate governance and administrative processes, preferably in a similar environment.
- Trustworthy with a high degree of integrity.
- Ability to be tactful and diplomatic and maintain the strictest levels of confidentiality.
- Knowledge of compliance reporting, governance planning, and risk management frameworks.
- Exceptional communication and interpersonal skills, with experience dealing with a wide variety of stakeholders.
- Strong interpersonal skills with the ability to embrace change and new challenges, always prepared to learn new skills.
- Proactive approach with a keen eye for detail and able to manage a variety of tasks and priorities efficiently and professionally.
- Excellent organisational and planning skills.
- Self-motivated and able to work effectively under own initiative.
- Proficiency in using Office-365 and MS Office software packages.
- A flexible approach to work.



YOUR SKILLS AND EXPERIENCE (continued)

STYLES AND BEHAVIOURS

You will be:

- Driven by strong values and empathy
- Possess a collaborative and participative leadership style
- Deeply committed to our Vision
- Confident, resilient, and forward-thinking
- Innovative with an aptitude for developing creative new approaches to finding the right solutions for the Charity

TERMS OF APPOINTMENT

Annual salary: £35,000 pro-rata

Hours: 0.6 FTE (22.50 hours a week) and permanent

Annual leave: 28 days, plus bank holidays pro-rata

Additional benefits:

Contributory pension scheme
(matched at 4.5%)

Group income protection scheme

Group life assurance scheme
(x4 death benefit)

Employee assistance programme

Medical cash plan

HOURS

Normal working hours will be 3 days a week, Monday to Friday depending on the dates of the key meetings. **Flexibility to your working pattern is essential.**

Occasional out of office hours work will be required, which may include evenings, weekends, and bank holidays, for which time off in lieu will be given.

LOCATION

Hybrid role based at Colletts Farm, Dorsington CV37 8AU, near Stratford upon Avon, as well as home-based work. The post holder must have the willingness and ability to travel across the Heart of England Forest at times to meet the demands of the role.



Help grow and shape
England's largest new
native broadleaf
woodland

HOW TO APPLY

If you believe that you are the right person to help take our work and ambition to the next level, we really want to hear from you.

Email your CV and supporting statement (no more than two pages)
to: jobs@heartofenglandforest.org

The deadline for applications is: Sunday 13th April 2025 midnight

Interviews will be held during week commencing: 21st April 2025

The Heart of England Forest is committed to safeguarding and promoting the welfare of children and vulnerable adults. Applicants must be willing to undergo protection screening appropriate to the post, including checks with past employers and a DBS disclosure.

Planting tomorrow's great native woodland

 heartofenglandforest.org  [@heartofenglandforest](https://www.facebook.com/heartofenglandforest)

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DIVERSITY STATEMENT

We are building a culture where diversity is valued, and we can all be ourselves. We still have work to do but are strongly committed to inclusive practices which demonstrate fairness, equality, and anti-racism in everything we do. We will not tolerate less favourable treatment of anyone, especially those with legally protected characteristics, and welcome applications from all sections of all communities.

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Registered Charity Number 1097110
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