

Administrative Assistant (Estates and Land Management)

CANDIDATE PACK

January 2026

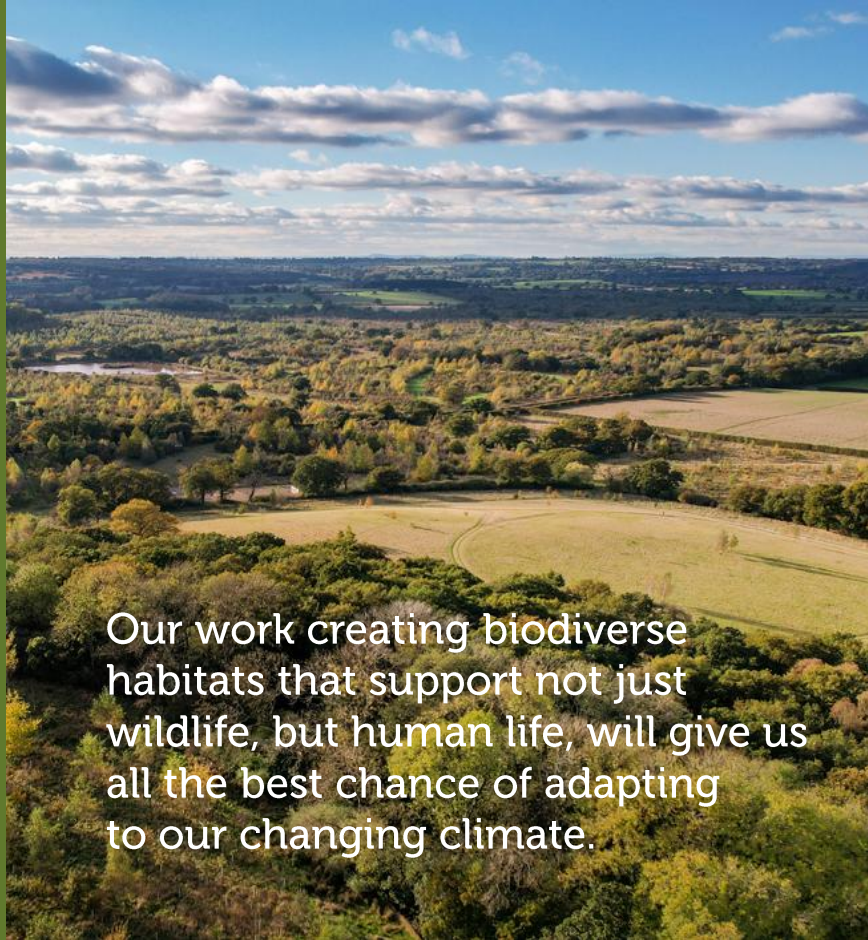
CEO WELCOME

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 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 so too will the benefits to both our health and that of the natural world.

We have made some positive changes to how we will operate going forwards, and the **Administrative Assistant** is a new role we are now recruiting for. Thank you for your interest in the Heart of England Forest, please take a read of this candidate pack and I very much hope that you will be inspired to apply and help shape the future of this fantastic charity.

Andy Parsons



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OUR PEOPLE

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. With our new Chief Executive, we are reinvigorating our ambitious vision and updating our strategy to deliver one of the most significant resources for climate change mitigation and nature recovery in the country.

You can also find out more about our impact here charity 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

Reporting to the Estates Manager, this role will support with administrative tasks.

JOB SUMMARY

To create and manage systems and processes that improve the administrative support provided to busy Estate and Land Management teams. This role is key to improving communication across both teams, providing support to managers and helping to improve the efficiency of a range of colleagues.

The postholder will place a high value on being organised in a busy environment and staying unflustered as priorities change. They will take pride in being central in helping to ensure the smooth running of the Estate within the larger team. Reporting to the Estates Manager, you will also support the Director of Land Management and team with administration.

The role is office-based to ensure a consistent presence in the office and to assist with visitors, post, deliveries and phone calls.



KEY RESPONSIBILITIES

COMPLIANCE

Work with managers to create (or improve) and document processes to support the smooth running of the teams, including:

- Monitor compliance across a range of legal requirements; schedule and document any work required and ensure necessary certificates are reissued and saved centrally and visibly.
- Ensure all estates-related income-generating contracts are valid, signed and up to date and are identified in the land and property database.
- Coordinate project or day-to-day resources, including supporting procurement, asset management and stock management.
- Create and administer a vehicle management system, including booking of MOTs.
- Receive and prioritise enquiries into the team (received through any format).
- Improve the recording of financial transactions and document supporting information such as meter reads.

ADMINISTRATION

- Head office administration including receive and sort post and deliveries, be the first point of contact for the main phone, order stationary, etc.
- Welcome visitors to the forest, ensuring they are directed to the most appropriate colleague.
- Support to the Forestry team through:
 - Assisting with the tree tube recycling hub administration
 - PPE management, recording stock and issuing to Estates and Forestry Teams
 - Record all financial transactions for members of the Forestry team
- Some diary management and meeting administration for both teams.

KEY RESPONSIBILITIES (continued)

OTHER RESPONSIBILITIES

- 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.
- 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

Essential

- You will be able to show that you have developed admin systems and processes (sometimes from scratch), using technology to improve the way things are done and leaving behind ways of working that have been inherited smoothly by your successors.
- You will have problem-solved in the past, working with colleagues to develop solutions to challenges that could be urgent, organisationally important or both. Sometimes you will have got ahead of problems, seeing them coming and starting to develop the solution before they arrive.
- You will be able to show that you can communicate well using a range of methods and are able to maintain the effectiveness of your communication when under pressure or when dealing with difficult stakeholders.
- You'll have prioritised your own work in the past and helped others to do the same with their workloads, planning well together and working out how your combined efforts deliver the best “bang for buck” for the organisation.
- You will have significant experience and a good working knowledge of the Microsoft Office suite of products including Word, Excel, SharePoint, etc.





YOUR SKILLS AND EXPERIENCE (continued)

Desirable

- Experience in estate or land management sector.
- Experience using databases or CRM systems.
- Fleet management experience.
- Basic understanding of rural property law and compliance.
- A knowledge of rural terminology and land use practices.
- Familiarity with GIS systems and mapping tools.
- Broad understanding of compliance regarding GDPR

STYLES AND BEHAVIOURS

- You will be driven by strong values and empathy.
- You will possess a collaborative and approachable style.
- Be deeply committed to our Vision.
- Be confident, resilient, and forward-thinking.
- Be innovative with an aptitude for developing creative new approaches to finding the right solutions for the Charity.

TERMS OF APPOINTMENT

Annual salary: £28,000 p/a

Reporting to: Estates Manager

Contract: 18-month fixed term

Annual leave: 28 days, plus bank holidays

Additional benefits:

Contributory pension scheme
(matched at 4.5%)

Group income protection scheme

Group life assurance scheme
(x4 death benefit)

Employee assistance programme

Medical health cash plan

HOURS

Normal working hours will be 37.5 a week, worked usually between 08.00 and 17.00, Monday to Friday.

LOCATION

The role is based at our head office in Dorsington near Stratford upon Avon.



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.

To apply for this role please submit a CV and answers to the application questions to jobs@heartofenglandforest.org

The deadline for applications is: Saturday 31st January 2026.

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 DBS disclosure.

Planting tomorrow's great native woodland

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 [@theheartofenglandforest](https://www.instagram.com/theheartofenglandforest)  [Heart of England Forest](https://www.linkedin.com/company/heartofenglandforest)



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.

Heart of England Forest,
Colletts Farm Office, Dorsington,
Stratford-upon-Avon, Warwickshire CV37 8AU

T 01789 778541

E info@heartofenglandforest.org

Registered Charity Number 1097110
(in England and Wales)

Company Registration Number 4309564
(in England and Wales)