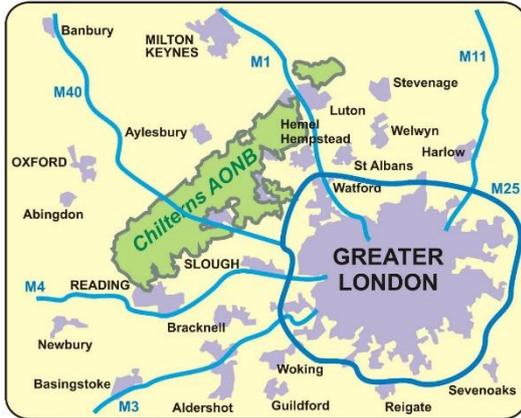




## **BUSINESS SUPPORT OFFICER JOB INFORMATION PACK**



## About the Chilterns Area of Outstanding Natural Beauty (AONB)



The **Chilterns Area of Outstanding Natural Beauty (AONB)** covers 324 square miles of countryside, stretching from the River Thames in southern Oxfordshire up through Buckinghamshire and Bedfordshire to Hitchin in Hertfordshire. It is one of 38 AONBs in England and Wales, which belong to the same family as National Parks. Its designation as an AONB in 1965 recognised that the Chiltern Hills contain some of the finest landscapes in the country

which are worthy of protection at the highest level.

The Chilterns AONB is a living, working area of countryside whose character has been shaped by people for centuries. Farmland covers nearly two-thirds of the AONB and over one-fifth of the area is wooded. Attractive villages with brick and flint cottages nestle in quiet valleys. The chalk rock underlying the Chilterns gives rise to hillsides of velvety chalk downland. Water stored in the rock emerges from springs to feed clear, sparkling chalk streams like the Chess and Misbourne.

### **The Chilterns AONB Management Plan 2019 – 24 “Caring for the Chilterns forever and for everyone” sets out the vision for the Chilterns AONB.**

“Our vision is that the Chilterns will be cared for, forever, and for everyone. A place where people are inspired by its distinctive natural beauty, space and tranquillity, to enjoy and care for the landscape. A place where natural beauty and cultural heritage is celebrated and enhanced. A place which gives space for nature to flourish and which provides us with the ingredients for healthy living, such as clean water, healthy soils and thriving wildlife. A place where communities live, work and breathe. A haven for wildlife.”

## About the Chilterns Conservation Board (CCB)

The **Chilterns Conservation Board (CCB)** is a small, independent statutory body established by Parliamentary Order in 2004 to care for the Chilterns AONB. It is only one of only two conservation boards in the country under the Countryside and Rights of Way (CROW) Act 2000.

The CCB team is based in Chinnor, South Oxfordshire. We work with a wide range of people and organisations to care for and protect the area, and to encourage others to enjoy and learn about it. Partnership working is key to what we do and how we achieve our objectives.

To find out more about the structure and work of the CCB, please visit [www.chilternsaonb.org](http://www.chilternsaonb.org).

# Business Support Officer

## Job Description

<b>Job title:</b>	Business Support Officer
<b>Location:</b>	CCB offices, Chinnor (Covid-dependent)
<b>Salary:</b>	£24,000 per annum
<b>Hours:</b>	37.5 hours per week (12 months fixed term contract)
<b>Reports to:</b>	Development & Funding Manager, Chilterns Conservation Board
<b>Responsible for:</b>	No line management Contracts and consultants on an occasional basis

### About this role

We are looking for a well-organised individual to support the smooth running of the Chilterns Conservation Board (CCB). This is a varied and dynamic role working across multiple work areas and projects, supporting the Chief Executive Officer, Chair and Senior Team to help the CCB scale up its work and achieve greater impact for the Chilterns AONB. The role will include elements of executive support, office and operations management, HR admin and event organisation and logistics. The role will also involve managing, implementing and reviewing key organisational processes and procedures, as well as supporting our project work and reporting to grant funders.

### About you:

You'll be highly efficient with the skills and ability to manage a range of operations functions and support senior-level staff. The CCB is home to an interconnected team of core and project staff, so you will also be someone who enjoys and is adept at juggling multiple projects and pitching in where help is needed. You will be a self-starter who is comfortable working proactively with limited supervision. You'll be excited about working in this sector, with a desire to innovate and grow with the organisation, and will bring energy, enthusiasm and experience to help the team work more efficiently and increase its impact and influence.

### Roles and responsibilities:

#### 1. Executive and project support

- Provide business and administrative support to the Chief Executive Officer and Senior Team across a range of projects and initiatives, which may include: supporting the introduction and delivery of a new Farming in Protected Landscapes grant scheme; the development of Nature Recovery Plans and work to support the Chilterns AONB Partnership.

Tasks may include: event planning and management, diary management, drafting documents, presentations and reports, researching and collating information, organising internal and external meetings and providing project administrative support.

Project specific support may include meeting organisation and minute taking, procurement support and report creation - e.g. annual report, reports to funders, financial reporting and assisting with grant claims, along with supporting the development of new and existing projects, fundraising and income generation activities.

- Act on the behalf of and represent the Chief Executive Officer and Senior Team as required, including the management of calls, enquiries and requests, attending meetings and producing notes and minutes as required.

## **2. Office/committee/board meeting support**

- Support the Chief Executive Officer in the effective governance of the organisation, overseeing the scheduling of Board and other CCB meetings and preparing papers, and providing administrative support to the Chief Executive Officer and Chair as required (including undertaking research, collating information, drafting papers and taking minutes).
- Working closely with the Chief Executive Officer and the administrative team, take responsibility for facilities management and use of CCB premises, including matters relating to lease management, insurance, rent negotiation, risk assessments and health and safety.
- Working closely with the Chief Executive Officer and the administrative team, review, refresh and maintain office procedures and processes to ensure the smooth day to day running of the Conservation Board's office, including risk assessments and data protection.

## **3. Other duties**

- Undertake any other relevant duties as may be reasonably allocated from time to time by the Chief Executive Officer.

**NB** All employees will be expected to comply with CCBs terms and conditions, rules, policies, procedures, codes of conduct, values, quality standards, authorisation processes, risk management policies etc. and relevant external regulations.

*This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The job description is not intended to be an inflexible or finite list of tasks and may be varied from time to time after consultation / discussion with the post holder.*

## PERSON SPECIFICATION

### Business Support Officer

Requirements	Essential or Desirable	Method of Assessment
<b>Qualifications</b>		
Educated to degree level or equivalent experience	Desirable	Application
<b>Experience</b>		
Minimum of two years' relevant experience	Essential	Application/Interview
Experience in researching, collating and presenting information, e.g presentations and reports, to a high standard	Essential	Application/Interview
Excellent IT skills including knowledge of Microsoft Office and Teams. Experience of or ability to use contact management systems effectively (Hubspot)	Essential	Application/Interview
Previous experience in developing or setting up office processes or systems	Desirable	Application/Interview
Knowledge and experience of implementing Health and Safety legislation	Desirable	Application/Interview
Knowledge and experience of GDPR/Data protection/FOI etc	Desirable	Application/Interview
<b>Skills and abilities</b>		
<p>Confident working alongside board-level executives and partners</p> <p>Uses initiative with minimal supervision</p> <p>Dedicated to the quality and accuracy of projects from inception to completion</p> <p>Can manage a heavy workload with strict deadlines</p> <p>Excellent organisational and time management skills</p> <p>Flexible and willing to take on ad-hoc tasks</p> <p>Comfortable working independently and as part of a team</p> <p>Excellent written and communication skills</p>	All essential	Application/Interview

<p>The ability to use discretion and maintain confidentiality</p> <p>The ability to use initiative, be innovative and apply problem solving skills, as well as work to specific guidelines.</p>		
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### **Summary of Terms and Conditions of Employment**

1. The post is offered as a fixed term contract. This is subject to review with the intention that the post be extended if sufficient funding can be secured. The exact start date may be subject to Covid-19 restrictions.
2. Working hours are 37.5 hours per week. In addition, attendance will be required at occasional evening meetings and at weekends. No overtime is payable but time off in lieu can be taken.
3. The post holder must be able to visit sites across all parts of the Chilterns and will be entitled to reclaim travelling or subsistence expenses incurred in the course of their work in accordance with CCB 's policy.
4. The basic leave entitlement will be 26 days plus public / bank holidays.
5. The Board is a member of the Buckinghamshire County Council Local Government Pension Scheme ([www.buckscc.gov.uk/pension](http://www.buckscc.gov.uk/pension))

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### **Summary of Terms and Conditions of Employment**

6. The post is based in the Chilterns Conservation Board Office, 90 Station Road, Chinnor, Oxfordshire, OX39 4HA. However staff are home-working at the moment and there is flexibility with working arrangements.
7. The post is offered as a 12 month fixed term contract with the possibility of extension.
8. Salary is £24,000 pro-rata based upon a 37.5-hour full-time working week.
9. Working hours are 22 hours per week (0.6 FTE). The exact working pattern can be negotiated.
10. The post holder may on occasion be required to travel to sites within the Chilterns AONB and will be entitled to reclaim travelling or subsistence expenses incurred during their work in accordance with CCB's policy.
11. The basic leave entitlement will be 26 days plus public / bank holidays (pro-rata)

12. The Board is a member of the Buckinghamshire County Council Local Government Pension Scheme.
13. All employees are expected to comply with CCB's terms and conditions, rules, policies, procedures, codes of conduct, values, quality standards, authorisation processes, risk management policies etc. and relevant external regulations.

*This summary is for information only and does not constitute a contractual agreement.*