



**Guernsey Nature Commission LBG**

**Company Secretary & Admin Support Officer**

### About the Nature Commission

The Commission is an independent charitable organisation, working with business, government, the third sector and the public to enhance the Island's natural environment and promote greater native biodiversity. In particular, the Nature Commission is working to reverse the decline in biodiversity by protecting and enhancing Guernsey's natural environment for the health of our economy and the wellbeing of our Island community. This includes:

- Encouraging our island community to connect with nature;
- Caring for nature and reduce pressures on our natural environment
- Increasing awareness, knowledge and support for nature, including through education and effective information sharing;
- Helping build the evidence-base for effective management of the environment by all.

Additionally, the Nature Commission is a key contributor to the implementation of the Strategy for Nature. In this context, it plays a critical role in ensuring that Guernsey's biodiversity is both protected and enhanced, and that it is valued in government policymaking and economic planning. Achieving this involves capturing and sharing data.

The Commission acts in partnership with the Island's not-for-profit 'green' sector, the business community, the States and the general public. By working with and building on the substantial contributions made by other charities, the Commission harnesses and amplifies a collective 'voice for nature'. It acts as an enabler and a champion.

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### The role of the Company Secretary & Admin Support Officer

We are seeking a highly organised, detail-oriented professional to serve in a dual-capacity role as Company Secretary and Administrative Support Officer. This position combines corporate governance responsibilities with administrative support to ensure efficient business operations and compliance with statutory requirements.

The Company Secretary & Admin Support Officer reports to the CEO.

The role is part-time, averaging 3.5 hours per week (noting that week's which include Board meetings may be more, with less hours in other weeks), with the possibility of an increase based on workload and availability of funding. The role is fixed term for four years.

## Key areas of responsibility

### **(1) Company Secretary Duties**

The Company Secretary will:

- Ensure the company complies with statutory and regulatory requirements and is aware of its legal responsibilities;
- Maintain and update company records, including register of members and directors;
- Ensure that all resolutions, records, and minutes are properly kept;
- Prepare and file any required documentation, such as Guernsey Registry Corporate and Charity records, and annual validation;
- Organise and coordinate board meetings, including:
  - Preparing agendas and board packs
  - Attending quarterly board meetings and taking accurate minutes
  - Keeping, updating, and following up on action items
  - Keeping and updating Board Plan, specifically the corporate governance points
- Advise directors and senior management on corporate governance best practice and any obligations they may have;
- Manage communication with regulatory bodies;
- Ensure policies and procedures align with legal and governance standards.

### **(2) Admin Support Officer Duties**

The Admin Support Officer will:

- Provide general administrative support to management and teams;
  - Maintain office systems, supplies, and filing structures;
  - Coordinate travel arrangements and logistics when required;
  - Support internal projects and operational tasks as needed;
  - Manage the insurance needs of the Nature Commission, including the review of existing policies to ensure they meet the activity etc needs of the Nature Commission;
  - Manage the lease and associated insurances for all rented office space. This will include the ongoing review of the location needs of the Nature Commission in relation to office space, and coordinate and manage the securing of and transition to any new office space;
  - Assist the CEO in any recruitment process as needed;
  - Ensure compliance with local and international laws and regulations;
  - Authorise payments for services, reimbursements, and manage invoicing;
  - Serve as an ambassador for the Commission;
  - Build strong relationships with other staff at the Nature Commission to facilitate operational uptake and engagement;
  - Assist with fundraising and event organising.
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## Personal Specification

### **Overview**

The Company Secretary & Admin Support Officer is well organised, with good interpersonal, communication and presentation skills. They act with confidence and can lead and motivate others.

More specifically, the Head of Operations has the following characteristics:

### Essential

- Proven experience in a company secretarial or administrative role
- Strong knowledge of corporate governance and compliance requirements
- Excellent organisational and time-management skills
- High attention to detail and accuracy
- Strong written and verbal communication.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Ability to handle confidential information with discretion
- A self-starter, able to act on own initiative and to organise, plan and prioritise own workload to meet deadlines
- Able to work independently as well as part of a team
- Ability to live and work lawfully in Guernsey and hold a valid Employment Authorisation.

### Desired

- Professional qualification in governance, compliance, law, or business administration
- Experience in fundraising and event organising would be a bonus.

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### Remuneration

This is a fixed-term part-time role for four years, averaging 3.5 hours per week.

The salary range for this role is £40,040 - £58,240 per annum full time equivalent, depending on level of experience, pro-rated to part-time.

5 days' holiday per annum, and pro rata paid time off on Guernsey public holidays.

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Closing date: Sunday 29<sup>th</sup> November 2026