



Job Vacancy

Wild Trout Trust – Trust Secretary

Part-time: initially two days per week, decreasing to approx. four hours per week

Salary approx. £5000 p.a.

+ pension contribution, mileage expenses and holiday entitlement

Initial 12 month contract

The Wild Trout Trust (WTT) is a registered charity, established in 1997. It is the only national body dedicated to the protection and survival of this iconic fish species, a living – and too often dying – indicator of the health of the landscape around us (www.wildtrout.org).

WTT works with a variety of stakeholder groups to further the conservation of wild trout, including NGO's, fishing clubs, farmers, riparian owners, community groups, academia and a range of statutory bodies.

With the expansion of WTT, we now seek a Trust Secretary to work with the Director to manage the key business functions of the charity. We are looking for a motivated self-starter, most likely with significant company secretarial skills. You are likely to have considerable experience of financial or company secretarial management; knowledge of and empathy with the charitable and environmental conservation sectors would be highly desirable. You must also be able to fit in with a small, dynamic, dispersed, home-based team. The post holder will assist the WTT Director in the preparation of the annual business plan and budget and monitoring the progress of our various projects. A key duty will be the development and maintenance of sound systems of financial and compliance controls, reporting to the trustees at quarterly board meetings.

What to do next?

A detailed job description for this role is available by emailing office@wildtrout.org or calling 023 92 570985.

An expression of interest should then be sent electronically to WTT Director, Shaun Leonard at director@wildtrout.org; this should be a short (one page) letter outlining your suitability for the post. Please mark the subject line to your email with "Trust Secretary". Expressions of interest should reach us by 5pm on 22.4.13; short-listed candidates will be contacted with details of any interview process.