



NSA Assistant to the Chief Executive

A new, full-time role within the team of NSA salaried staff

Responsible to: NSA Chief Executive

Key relationships with: NSA Chief Executive and NSA Management Team, as well as all NSA staff, NSA regional policy leads / regional officeholders and other NSA officeholders attending external meetings.

Objective: NSA is a membership charity supporting and promoting sheep farming in the UK. This role is a senior position to assist the Chief Executive in ensuring his time is spent in priority areas and to distribute relevant information to the Management Team and others so NSA's policy, technical, project and communications work can be amplified to members, non-members and others where appropriate for membership recruitment/retention purposes, raising the profile of the association and other NSA objectives.

Job role:-

- Keep abreast of the range of NSA activities and work streams, working with the NSA Chief Executive to ensure effective use of time and resources across the organisation's policy, technical, project and communications activities.
- Work with the NSA Chief Executive to manage incoming emails / other communication and filter to appropriate team members or respond where appropriate.
- Work with the NSA Chief Executive, NSA Policy Manager, NSA Project Manager and NSA Communications Manager to manage, respond and coordinate meeting and event invitations, keeping diaries up-to-date and making links between meetings, events and work streams.
- Maximise opportunities for NSA to provide strong comment and activity on relevant policy and technical topics, working with the NSA Policy Manager, NSA Communications Manager and NSA Project Manager to ensure key messages are included in Sheep Farmer, press releases, Weekly Email Update and other communication routes.
- Support work to ensure relevant policy, technical, research and development updates are integrated into national and regional NSA events, including regional meetings.

Desired skills:-

- Excellent organisation skills, self-motivation and ability to use own initiative to ensure delivery of multiple workstreams. Good attention to detail, decisiveness and being able to prioritise.



Chief Executive: Phil Stocker
A company limited by Guarantee. Registered in England. Registration No. 37818.
Registered charity in England and Wales (249255) and in Scotland (SC042853)



National Sheep Association is an organisation which represents the views and interests of sheep producers throughout the UK.
NSA is funded by its membership of sheep farmers and its activities involve it in every aspect of the sheep industry.

your business your future

- A proactive nature and the ability to both support colleagues and effectively facilitate sharing of information and work packages.
- Knowledge of UK agricultural policy, research and development, with a focus on livestock/sheep if possible.
- Experience with Microsoft Outlook (emails and calendar), Teams, Word, Powerpoint and Zoom. A proven track record of organising multiple workstreams is preferable.
- Good written communication skills.

Location: Depending on the candidate, the role is either based at NSA Head Office, Malvern, or home-based with a requirement to be at NSA Head Office on a semi-regular basis.

To submit an application: Joanne Briggs, NSA Operations Director, at joanne@nationalsheep.org.uk by close of play on **Wednesday 24th January 2024**. Applications must include a covering letter, CV and the NSA application form. Contact Joanne with any questions on the same email address or by calling 07973 726048. Shortlisted candidates will be invited for interview on **Wednesday 31st January 2024**.