



Job Description

Job Title: Executive Administrator
Location: Stirling Office, FK9 4NF, hybrid
Salary: £29,500
Hours: 37 hrs per week
Contract: Permanent
Line Manager: CEO

About us:

Learning through Landscapes is the UK's leading school grounds charity, dedicated to enhancing outdoor learning and play for all. Our vision is a society where the benefits of regular time outdoors are valued and appreciated, and outdoor learning, play and connection with nature is recognised as a fundamental part of education, at every stage, for every child and young person.

We have unrivalled expertise based on three decades of experience, practical action and research. With offices in England and Scotland and staff based across the UK, our team and our accredited network of outdoor learning experts have the capacity to work nationally and internationally. [Click here](#) for more information.

The Post

As Executive Administrator you will be at the heart of our charity supporting the CEO by providing confidential and professional administrative support. This role is pivotal to the smooth and efficient running of the organisation, allowing the CEO to focus on strategic leadership and organisational impact. In addition, you will work alongside other members of Ltl's leadership team and our Strategic Support Manager, as well as providing general administrative support.

What you'll be doing:

CEO Support

- Filter correspondence by priority and support follow up of enquiries as needed.
- Co-ordinate the Management Team meetings and assist with note taking and action points.
- Manage diary for CEO.
- Organise travel and accommodation bookings.
- Delegate external enquiries to other members of the Management Team as appropriate.
- Assist with operational planning alongside Strategic Support Manager.
- Support compliance with internal policies and processes, through planning and record keeping.
- Prepare and submit monthly expenses claims / reconciliation of spending

People and Culture

- Represent the CEO professionally by phone and email communications.
- Be a first point of contact for a range of external stakeholders wishing to speak to the CEO, representing LtL in a way which reflects our inclusive, purposeful and engaging culture.
- Be a first point of contact for staff wishing to speak to the CEO.
- Be able to work confidently and formally with a range of senior level stakeholders, from our own Management Team, Trustees, senior managers, Senior Civil Servants, Politicians, Funding Organisations, school and academy leaders.
- Work alongside our Strategic Support Manager and the Management Team.
- Represent LtL's inclusive, professional and friendly values.

Office Administration

- Be the first point of contact for all callers, including email, phone and visitors
- Manage incoming and outgoing mail and email boxes
- Respond to enquiries and requests and give appropriate advice or ensure that enquiries are referred/actioned/passed on within one working day
- Assist with the organisation of events and conferences on behalf of LTL including attendance at such events if required
- Organise refreshments and catering at meetings
- Provide support to produce newsletters, reports and presentations when required
- Take minutes at meetings when required
- Manage and maintain Trust and Company records, files and images both electronic and paper based. Ensure all data is stored accurately and securely in accordance with data protection legislation
- Manage and maintain LTL's database to ensure all contact information is kept up to date and records are "clean" and not duplicated
- Order and maintain general office equipment and supplies.
- Implement LtL's Health and Safety Policy (Scottish office)
- Manage office accommodation and maintain liaison with landlords
- Ensure that LtL's data storage system is implemented efficiently. and that data protection legislation is adhered to

Travel

- Occasional travel in the UK, with very occasional overnight stays. This is typically for staff training events, our board meetings or occasional high-level events, and likely 2-3 times per year.

Other

- As requested by the CEO or COO.

What you'll need:

Essential

- Previous experience as Personal Assistant or Executive Assistant at senior leadership level
- Exceptional organisational skills with the ability to balance multiple demands and prioritise, anticipate needs, and forward plan accordingly
- Make independent decisions within a framework
- Highly proficient at using Microsoft Office, SharePoint, Teams and other digital collaboration tools.

Desirable

- Experience in a charity setting, working across multiple functions
- Experience with practical application of good practice around UK GDPR
- Excellent interpersonal and communication skills to deal professionally with a range of stakeholders and colleagues.
- Good financial literacy
- Excellent attention to spelling, punctuation and grammar and great written communication skills
- Experience of any of the following financial processes – invoicing, expenses, budgets, credit control
- A passion for outdoors and nature connection

If you don't have all of the above but feel it could be the role for you, talk to us!

What we offer:

- Holiday, 28 days + bank holidays + a "birthday gift" day.
- Laptop, phone and all travel & subsistence expenses.
- Family & carer friendly policies.
- Annual training package.
- Sick pay.
- Salary sacrifice pension scheme – 5% employer contribution.
- Subsidised Christmas meal.
- A supportive and welcoming team of colleagues across the UK.

We're an equal opportunities employer. All suitable applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

We welcome applications from all suitably qualified candidates, however, this position is not eligible for UK visa sponsorship. So, you will need to have existing right to work in the UK to be considered.



We are happy to support with any reasonable adjustments that are needed within the recruitment process.

If you would like an informal chat about the role, please contact the HR Manager, Sarah Knott on 07557 028600 or email sknott@ltl.org.uk.

How to apply

Please send the following by email to recruitment@ltl.org.uk

- Your CV (maximum two pages)
- A covering letter (maximum two pages) explaining your interest in the role and how your skills and experience meet the criteria
- [Please complete our equal opportunities monitoring form here](#) to help us better understand our recruitment process

The recruitment process:

This is a **rolling recruitment process**: applications will be reviewed as they are received and applicants may be called for a first round Teams Interview during the application window.

The final deadline for applications is 9am on 6th July 2026. If you have not heard from us by 5pm on 7th July 2026, you have not been shortlisted.

Shortlisted candidates will be invited to interview in person at our Stirling office during **the week commencing 13th July 2026**.

Reasonable travel interview expenses will be paid.

