

Executive Administration Officer – Swanage Railway

Do you thrive in a dynamic administrative role and enjoy supporting senior leaders? Swanage Railway is looking for a proactive **Executive Administration Officer** to provide high-level support to the CEO and Executive Team. You'll help keep day-to-day operations running smoothly, support governance and strategic projects, and contribute to the delivery of our 2025–2035 Strategic Plan.

Key Responsibilities:

- Manage diaries, correspondence, meetings, and travel for the Executive Team
- Prepare reports, presentations, and briefing documents
- Track actions from board and project meetings, ensuring progress
- Coordinate communications across staff, volunteers, and external stakeholders
- Support governance, statutory reporting, and document management
- Assist with recruitment, onboarding, and project coordination


Who We're Looking For:

- Experience in administrative, executive assistant, or coordination roles
- Highly organised, professional, and accurate
- Strong written and verbal communication skills
- Confident using Microsoft Office, Teams, and document management systems
- Discreet, proactive, and collaborative

Desirable:

- Experience supporting senior leadership or governance bodies
- Understanding of charities, heritage organisations, or visitor attractions
- Project coordination or document workflow experience

 **Part-time | £26,000 | 30 hours/week**

 **Location:** Swanage Railway

Why Join Us:

- Be part of our new Executive Team, supporting professional management and governance
- Contribute to a heritage railway with a clear strategic vision
- Access training and development opportunities to grow your skills

 **Apply now with your CV and a short covering statement explaining why you're the ideal candidate!**