



OXYGEN CONSERVATION

Personal Assistant to the CEO of Oxygen Conservation

We usually lead with a playful job title. Not this time. This is a serious, and seriously exciting, role. It calls to someone who wants to sit at the nerve centre of the world's first natural capital unicorn company.

As we scale towards £5bn AUM, the CEO's impact must grow exponentially. This position exists to help that happen. You will work directly with the CEO in a high-trust, high-expectation environment, turning strategy into action and building momentum. You'll focus on protecting the CEO's focus by owning time, information, and operations as one coherent system - sharpening decision-making and ensuring they land with exceptional execution. The role anticipates what's coming, sees around corners, and removes friction early so progress doesn't just continue, it compounds.

This role is for someone who thrives on turning complexity into clarity and intent into action. All while relentlessly raising the bar through better processes, cutting-edge technology and collaborative ways of working. You'll deliver "unreasonable" service under high responsibility, discretion, and speed.

This is a demanding role by design. It is not about administration or instruction-taking. It is for someone who wants to operate close to the action, with autonomy, responsibility, and the expectation that they will grow as fast, if not faster, than the business grows. If you are looking for predictability, repetition, or reasonable expectations, this is not for you. If you want to operate close to real decisions, with real responsibility, read on.

ABOUT YOU

We believe in recruiting exceptional people, whatever their background, and shaping roles that allow them to achieve extraordinary things. This role suits someone who wants responsibility, pace, and proximity to meaningful decisions – and who is energised, not intimidated, by that challenge.

Specifically, we're looking for:

ENVIRONMENT

- Passionate about the environment and achieving real impact. Our commitment to the environment is unwavering and guides us in every decision we make. It is the driving force that propels us forward. We are looking for that same commitment in you.

IMPACT

- Upholds high personal standards and notices the details others miss.

- Maintains absolute discretion and trustworthiness across all working relationships
- Highly organised, intensely detail-oriented, and personally committed to high standards.
- Demonstrates clear, concise written and verbal communication.

ADVENTURE

- Has a genuine curiosity for AI, automation, and emerging technologies, with the instinct to apply them practically to reduce friction, increase leverage, and future proof the CEO's operating model.
- Thrives in ambiguity, pace, and pressure.
- Up for anything - whether it's coordinating a last-minute trip or sourcing the perfect gift, you handle it with grace and humour.

TOGETHER

- A natural relationship-builder who creates trust and connection quickly both internally and externally.
- Someone who builds rapport effortlessly, with an instinct for diplomacy and kindness with the ability to suggest improvements and alternatives to solve problems and deliver outcomes
- And finally – because it genuinely matters to us – you are a kind, grounded, and caring person who enjoys working closely with others and contributing to a positive environment (including, yes, sharing food).

ABOUT THE ROLE

This is a full-time role working in direct partnership with the CEO of Oxygen Conservation. It sits at the unique intersection of professional and personal life, where, for Rich, there is no separation between the two.

From scheduling investor calls to sourcing the perfect gift or booking travel for a surprise family celebration - every detail matters. You'll become a trusted right-hand, a guardian of time, and a champion of momentum.

The role is designed to protect and compound the CEO's time, energy, and judgement, ensuring focus remains on the highest-impact priorities as the business scales. The scope of the role will evolve as the business grows – and you will be expected to evolve with it.

In return, you will gain incredible support, flexibility, and bespoke learning and development. And you'll be surrounded by a team of exceptional individuals who are genuinely invested in your journey.

Key Responsibilities:

- Protect and optimise the CEO's time by seamlessly owning end-to-end scheduling and logistics – calendar management, UK and international travel, meeting locations, and key events.
- Proactively plan and manage all travel and logistics, anticipating risks, resolving issues early, and ensuring seamless execution.
- Gatekeep with integrity – filtering noise, protecting time and energy, while ensuring what truly matters gets through.
- Manage information flow: distil complexity, surface decision-ready context, and present clear trade-offs.
- Anticipate priorities, opportunities, and risks; act early to remove friction and keep momentum high.
- Run professional and personal operations with equal precision – including travel, holidays, gifting, and key life logistics.
- Build strong, trusted relationships with internal and external stakeholders, representing the CEO and Oxygen Conservation with clarity and professionalism.
- Be a trusted sounding board – challenge constructively, protect clarity, and continuously raise standards.
- Build and evolve the CEO's operating system using AI, automation, and emerging technologies.
- Continually refine systems, tools, and processes to increase leverage and efficiency.

REPORTING TO:

You will be formally reporting to [Elly Steers](#), Head of Marketing, and work day-to-day in direct partnership with [Rich Stockdale](#), our CEO and co-founder.

We thought about being rather playful here but decided best we actually give a true representation of who Rich is. He is building Oxygen Conservation with serious ambition, Scaling Conservation through natural capital, long-term thinking, and a refusal to accept “that’s just how it’s been done”. He quite spends all his time at his desk thinking about the future, and pushing the business forward at pace, with his family or lifting weights... and quite literally nothing else.

He values sharp judgement, calm under pressure, and people who can operate independently with discretion, humility and professionalism. He’s direct, collaborative, and wants those around him to challenge him, especially when it improves outcomes.

Rich is also very present. When you need him, he’s there, whether that’s for decisions, context, and momentum. He’ll share as much as he can to help you understand the full picture, and he genuinely wants you to love your job. He’s kind, caring, determined, wildly passionate, and (yes) work-obsessed – but in a way that’s genuinely inspiring.

WHAT THIS ROLE IS NOT:

- This is not about ticking boxes. It’s operational excellence delivered with speed, discretion, and cutting-edge tools.
- It is not a nine-to-five position with fixed boundaries.

- It is not suitable for someone who needs detailed instruction or tightly defined responsibilities.

The role offers flexibility in how and where you work, in exchange for operating in a rapid-response, high-trust environment when it matters.

This role will stretch you. That is the point. If that excites you, we should talk.

ABOUT US

Oxygen Conservation was founded in 2021 by the Oxygen House Group and Dr Rich Stockdale with a clear mission: Scaling Conservation. We acquire land at scale on behalf of asset owners to deliver transformative environmental and social impact – creating profit as a result of what we do. In just three years, we've completed twelve transactions, assembling a portfolio of over 50,000 acres dedicated to restoring and protecting nature.

Our vision is intentionally aspirational and inspirational: by 2030, we aim to have £1 billion of natural capital assets under management, enabling us to protect and restore 250,000 acres of land for people and wildlife. By combining our scale, reputation, cutting-edge data, and exceptional skills, we're redefining conservation.

At Oxygen Conservation, we're scaling impact, creating opportunities, and leading the charge for a nature-based economy that works for people, wildlife, and the planet.

IMPORTANT INFORMATION:

Term: Permanent, full-time

Location: Remote

Closing date: Sunday 22nd February

ABOUT THE NEXT STEPS:

To help you prepare for an interview, here are a list of questions we've used in previous recruitments. Now, here's the twist – they might come up in our conversation, or they might not. Consider this a sneak peek, an insider's tip to help you feel ready and excited for the interview.

- Can you describe a situation where you operated with significant autonomy and had to exercise judgement without clear instruction? What did you decide, and what did you learn?
- Tell us about a time you anticipated a problem before it became visible to others. What signals did you notice, and what action did you take?
- How do you protect focus – your own and someone else's – in a fast-moving, high-pressure environment?
- What attracts you to operating this close to responsibility, pace, and ambiguity? And what do you find most demanding about that kind of environment?

