



Job Description

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| Job Title: | Grants Officer |
| Location: | Main location will be either the main office at The Manor House, Broad Street, Cambourne, Cambs, CB23 6DH or Priory Country Park, Beds or Lings, Northants. Can work remotely some of the time but will need to attend training and meetings at Cambourne or other Trust locations |
| Accountable to: | Grants Manager |
| Salary: | £26,908 per annum |
| Hours: | 37.5 per week (Full time) |
| Transport: | You will be required to provide your own car, but will be reimbursed for business-related mileage (currently 45p per mile for cars over 1,000cc) |

We offer a hybrid workplace where flexible working is possible.

Occasional travel for meetings and events across Bedfordshire, Cambridgeshire and Northamptonshire will be required.

Employment subject to:

- 6 month probationary period;
- evidence of right to work in the UK

Grants Officer

Main purpose

To secure income for the Wildlife Trust from a variety of grant funding sources.

Main Objectives

- Initiate, manage and develop a portfolio of bids and applications to small grant-making trusts and foundations, local authorities, community foundations and wind and solar farm funds, with an emphasis on securing core funding

Key Responsibilities

- Craft well-written and persuasive applications for a range of funders to secure core income for the Wildlife Trust

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| Staff and volunteers |
| <ul style="list-style-type: none"> • Work closely with the Grants Manager to prioritise grant applications which secure core income for the Trust |
| <ul style="list-style-type: none"> • Work with the Grants Manager, fundraising team, and Trust-wide colleagues to collate the necessary information for persuasive bids and applications |
| <ul style="list-style-type: none"> • Work closely with the Project Administration and Finance Teams to ensure income is recorded accurately |
| <ul style="list-style-type: none"> • Work with Trust-wide colleagues to produce relevant and appropriate communications to fulfil any funder obligations |
| Cultivation and stewardship |
| <ul style="list-style-type: none"> • Develop relationships with new and existing funders in order to build upon and increase financial support for the Trust by sending regular reports, updates and invitations to events. |
| <ul style="list-style-type: none"> • Work with the Grants Manager to research and identify new sources of grant funding, mapping out their criteria, guidelines and potential to fund Trust work |
| Communication and promotion |
| <ul style="list-style-type: none"> • Work closely with the Communications Team to ensure publicity for funders and the Wildlife Trust, if appropriate |
| <ul style="list-style-type: none"> • Present a positive and welcoming image of the Trust to everyone. |
| Administration |
| <ul style="list-style-type: none"> • Record all applications, their status, and income received on our database (Charity CRM) |
| Policy and Regulations |
| <ul style="list-style-type: none"> • Fulfil all relevant Health and Safety requirements. |
| <ul style="list-style-type: none"> • Keep up to date with best practice in fundraising and comply with relevant legislation and regulation, and work within the organisation's policies and procedures, to ensure that good practice is observed and implemented across the organisation. |
| <ul style="list-style-type: none"> • Share the Trust's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. |
| Other duties |
| <ul style="list-style-type: none"> • Contribute to general Trust working and any other duties as directed by line managers. |
| <ul style="list-style-type: none"> • Undertake training as the need arises. |
| <ul style="list-style-type: none"> • Go about duties in a resource-efficient way and minimise impacts to the environment. |
| <ul style="list-style-type: none"> • Actively follow Trust policies including Equal Opportunities policies |
| <ul style="list-style-type: none"> • Maintain an awareness and observation of Fire and Health & Safety Regulations. |

Notes:

1. As duties and responsibilities change, this job description will be reviewed and amended in consultation with the post-holder.
2. This job description does not constitute a 'term and condition of employment'. It is provided only as a guide to assist the employee in the performance of their job. The job description is not intended to be an inflexible or infinite list of tasks and may be varied from time to time after consultation / discussion with the post holder.
3. This job description does not form part of the contract of employment.

Member recruitment provides the Trust with our largest source of regular income. Members are essential for us to deliver our vision to protect and preserve our wild spaces so that wildlife can thrive and we all have wild spaces to enjoy. Although we have a great recruitment team...we need you! Everyone working at the Trust can help. You may be the first person from the Wildlife Trust that a potential supporter speaks to. Every member of staff should take pride in the work we do and be our voice, promoting the importance of being a member of our Trust and recruiting new members wherever they can.

Grants Officer – Person Specification

E= Essential; D=Desirable

| Requirements | | |
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| Experience and Qualifications | Experience of successful grants fundraising for a charitable or voluntary sector organisation. | E |
| | Proven experience of providing excellent standards of supporter care and understanding the relationship of this in relation to income | E |
| | Hold a current driving licence and be able to use own vehicle for work purposes on occasion | E |
| Knowledge | Excellent knowledge of grant-making bodies and available sources of grant funding in the UK | E |
| | Proven knowledge and understanding of how to accurately and safely collect, process, and maintain data in line with organisational policy for subsequent interrogation, analysis and review | E |
| | An interest in local wildlife and the aims of the Wildlife Trust | D |
| Skills and Abilities | Excellent writing skills, with the ability to summarise and articulate information clearly and concisely | E |
| | Proven ability to take a creative and imaginative approach to developing funding bids and applications | E |
| | Able to build and develop relationships and work effectively across teams of internal and external stakeholders to deliver shared objectives | E |
| | Excellent organisational skills, with attention to detail and the ability to implement effective processes and systems | E |
| | Able to plan and prioritise tasks, manage own time effectively and work to deadlines and targets. | E |
| | Excellent administrative and computer skills (experience with Charity CRM an advantage but training will be given) | E |
| Behaviours | Demonstrable evidence of openness to change, flexibility and a willingness to learn new ways of doing things | E |
| | Demonstrable experience of identifying, understanding and giving priority to delivering the needs of the customer and taking responsibility for providing a service that meets customers' needs. | E |
| | Demonstrable ability to work flexibly within a team environment and to work across functions to deliver successful outcomes, and in contributing to environments that demonstrate equality, foster trust, respect, and challenge. | E |
| | Willingness to share ideas, experience, and knowledge with colleagues and others. | E |

Terms and Conditions: Summary for candidates

The following terms and conditions are typically offered to The Wildlife Trust BCN staff on fixed-term or permanent contracts and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

Probationary period: Six months with a review at three months. During the probation period the contract may be terminated with one week's notice.

Annual leave: 25 days annual leave and 8 bank holidays per annum (pro rata for part time staff and those working less than a year). For those staff whose normal working days fall on the days of the week that fall between 25th December and 1st January (i.e. the three non-public holiday days) when the Trust offices are closed, three additional days of paid leave are granted. These are non-pro rata and must be taken between 25th December and 1st January.

Pension: Contributory pension. The Trust contributes 8% salary. The employee will be automatically enrolled after 3 months.

Other Information: Occasional weekend and evening working may be required, for which time off in lieu can be taken.

Equality and Diversity We're wild about inclusion and want our staff to be as diverse as wildlife. As an inclusive employer we recognise that our workforce needs to better reflect the communities in which we live and work. We actively encourage applications from people of all backgrounds, identities and cultures. We believe that a diverse workforce will help us create our vision of 'people close to nature, with land and seas rich in wildlife.'

As a Conservation Charity, the Trust is committed to the ethical and sustainable sourcing of all materials used by our charity, and to ensuring we support any initiatives which improve sustainability for the benefit of us all. We are also fully committed to significantly reducing our carbon emissions. We would like to be sure that all of our colleagues and team members are equally committed in their support of these values and practice the highest standards both at work and at home.

About The Wildlife Trust BCN

The Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire is a registered charity (and a company limited by guarantee), whose mission is to:

- conserve local wildlife, by caring for land ourselves and with others;
- inspire others to take action for wildlife; and
- inform people, by offering advice and sharing knowledge.

We are among the largest and most effective of 46 Wildlife Trusts across Britain and we are a major contributor to the nationwide work of the Royal Society of Wildlife Trusts. We currently manage over 100 nature reserves, covering almost 3,945 hectares, and two education centres. Our work also includes the acquisition and application of information about biodiversity. The Trust's turnover in 2021/22 was c £7 million and its total net assets more than £25 million, of which over half (£14 million) are classified as heritage assets. This Trust was the first to promote the concept of Living Landscapes: large-scale conservation schemes which aim to ensure that wildlife can thrive alongside the human population across an entire landscape. Our conservation activity is increasingly focused on these Living Landscapes, including the first to be established - the Great Fen in Huntingdonshire – as well as the Ouse Valley, the Nene Valley and the North Chilterns Chalk.

The Trust's annual report and accounts are posted on our website: <http://www.wildlifebcn.org/annualreview>

The work of the Trust for the period 2020 -25 is outlined in “Our Wildlife Trust: The next five years” which can be found at: <https://www.wildlifebcn.org/next-five-years>.

To achieve the targets within this plan, the Trust is managed and directed by an Executive Board.

The Trust evolved from a group of committed volunteers, and volunteering is still central to its ethos. The working culture of the Trust encourages a professional approach, with a commitment and enthusiasm for nature and its conservation. Mutual respect and teamwork are highly prized among both staff and volunteers. In all its dealings the Trust tries to be fair but firm and in all its activities it aims to be environmentally responsible. Systems, processes and bureaucracy are kept to the necessary minimum for effective performance.

The Chief Executive reports to the Trust's Council of 15 Trustees, who are elected annually from the membership (presently standing at almost 37,000). Council and its two Committees (Conservation, Education & Community; and Resources) meet quarterly. There are 100 staff members, with main offices in Bedford, Great Cambourne, and Northampton, and over 1,000 active volunteers. The Executive Board consists of the Chief Executive and the Directors. Reporting to the Executive Board is a team of senior managers.