Essex Wildlife Trust
Job Description and Person Specification

Job title: Grants and Trusts Officer

Location: Abbotts Hall

Reports to: Grants and Trusts Manager

Job purpose
Essex Wildlife Trust, the county's leading conservation charity, is dedicated to protecting wildlife and inspiring a lifelong connection with nature. By 2030, the Trust aims to protect and connect 30% of land and sea while encouraging 1 in 4 people in Essex to take action for wildlife. The Fundraising Team plays a crucial role in achieving this mission by expanding the Trust's supporter base and generating essential income.

As a key member of the Fundraising and Membership team, the Grants & Trusts Officer will provide bid-writing and administrative support to the Grants and Trusts Manager and colleagues across the Trust. The role involves identifying and researching funding opportunities and managing relationships with a diverse portfolio of grant-makers. An excellent communicator, they will create compelling applications to secure funds for our core work and projects and produce evaluation reports in various formats to suit the specific needs of each funder. Highly-organised, the postholder will keep records up to date, help develop project plans, process grant claims, and undertake administration tasks, supporting compliance with legal and best practice standards.

Key Tasks
- Manage, organise and liaise with a portfolio of grant-makers on a local, regional and national level.
- Build and maintain relationships with grant-makers to develop a pipeline of prospective funders.
- Conduct horizon-scanning for suitable funders across the various sectors of our core and project work (conservation, education, heritage, wellbeing and others).
- Maintain accurate, up-to-date and consistent records on the CRM system, including grant contracts, for compliance, auditing and stewardship purposes.
- Identify funding opportunities and collaborate across teams to match funders with suitable core and project work.
- Prepare and write individually tailored, high quality, compelling grant applications.
- Develop project plans, budgets and reports across the breadth of the Trust's work.
- Process financial claims for ongoing grants and projects across the Trust to ensure compliance with funder requirements.
- Support the Grants and Trusts Manager on major bids and help provide advice and guidance to other colleagues for their own funding applications
- Contribute to knowledge sharing and collaborative fundraising efforts across teams within the Trust.
- Other tasks across the Fundraising and Membership team or wider Trust team as required.

Knowledge and Skills
- Excellent administrative skills with prior experience working in an office environment, ideally within a similar role.
- Good level of GCSE Maths and English (Grade A-C/9-4) or an equivalent qualification.
- Hold a degree in a related field, or an equivalent qualification (desirable).
- A skilled wordsmith, able to create content that successfully motivates, inspires and persuades.
- Experience writing successful applications to Trusts, Foundations and public grant-making bodies.
- Excellent attention to detail and work as a collaborative, confident team player.

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- Enthusiastic and positive individual with strong relationship-building and verbal communication skills.
- Confident IT user (Microsoft Office including Teams).
- Excellent organisational skills and the ability to handle multiple projects simultaneously whilst meeting deadlines.
- Creative and innovative, showing a desire to develop new ideas to bring funds to core.
- The ability to manage stakeholders and bring individuals with different views together to facilitate an agreed approach.
- Experience using Access's Charity CRM system or similar complex database (desirable).
- Hold specific training in bid writing for Trusts and Foundations (desirable).
- Experience coordinating a stewardship or relationship management programme (desirable).
- Understanding of the broader conservation sector and Essex Wildlife Trust's context within it (desirable)
- A strong interest in wildlife, conservation and place (desirable)

Additional Information

- The role may entail some evening and weekend working.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Essex.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.
- The role is based at Great Wigborough, Essex, but requires regular travel across the county and beyond, with mileage paid for additional travel.
- Hybrid working available.

Disability Confident Statement

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post. Please let us know if you require any adjustments to make our recruitment process more accessible.

Armed Forces Covenant

We are proud to be an employer that supports the Armed Forces Covenant and are committed to supporting those who serve or have served in the Armed Fores, and their families. As part of this commitment, Armed Forces veterans who meet the minimum criteria for an advertised role will be guaranteed an interview.

Signed: _____ Date: _____

Name: _____