

Essex Wildlife Trust

Grants and Trusts Officer

We are looking for a Grants and Trusts Officer to create compelling grant applications and lead on grant administration and record keeping within our Fundraising Team.

About Essex Wildlife Trust

We are the county's leading nature conservation charity, committed to protecting wildlife and inspiring a lifelong love of nature. We are one of the largest Wildlife Trusts in the UK, managing over 3,000ha.

This is the most important decade in the history of nature conservation and an exciting time to be joining us. If we are to tackle the climate crisis and the ecological crisis, we need the best people to rally around environmental protection.

Our values are Impactful, Collaborative, United and Proactive.

The Role

By 2030 we aim to protect 30% of land and sea for nature and inspire 1 in 4 people in Essex to take action for wildlife. The Fundraising Team is integral to delivering the Trust's strategy by growing our community of wildlife supporters and securing the income that makes our work possible. The Grants and Trusts Officer will be an important part of this, working alongside the Grants and Trusts Manager and teams across the Trust to identify opportunities, develop inspiring funding bids and help secure investment for nature's recovery.

The post-holder will manage, organise and liaise with a portfolio of grant-makers, from major funders to smaller family Trusts, locally and nationally. Undertaking horizon-scanning of suitable funders across sectors, they will use their relationship-development skills to build our pipeline of prospects and ensure records are up to date on our CRM system, while capturing funding and reporting requirements.

By spotting opportunities and having an in-depth knowledge of our activities, the Grants and Trusts Officer will match funders to existing and new work. Using their excellent communications skills, they will write inspiring applications in a variety of formats to deadlines. They will underpin this creative storytelling with deliverable project plans and budgets.


Credit: Luke Massey

The post-holder will help demonstrate the impact of our funded work by producing engaging, informative and accurate reports for grant-makers. They will maintain clear and robust records of grant agreements, helping to ensure that funding conditions are met and that effective audit trails are in place. With a sound understanding of the Fundraising Code of Practice and the Trust's due diligence policies, they will help ensure that all activity is compliant and reflects fundraising best practice.

Other responsibilities within this role include supporting the Grants and Trusts Manager on major bids. They will contribute to the open and collaborative approach to fundraising, supporting colleagues with advice and guidance.

The successful candidate will have a successful track record of securing grant funding from Trusts and Foundations; have excellent communication, administrative and organisational skills (ideally within a similar role and/or within a charitable organisation); meticulous attention to detail and strong IT skills, particularly using Microsoft Office. A good level of GCSE Maths and English (Grade A-C/9-4) or an equivalent qualification is essential.





Job Description

- 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.

Person Specification

- 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.
- 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)



Terms

The position is a permanent role with a starting salary of £28,048.65 per annum. The hours of work are full-time, Monday to Friday from 9am to 5pm (37.5 hours per week). Essex Wildlife Trust prides itself on being a flexible working employer including flexible home-working arrangements.

Annual leave entitlement starts at 26 days per annum increasing annually to 29 days plus Bank Holidays. We provide company sick pay increasing with length of service, an employee assistance programme, a combined 8% contribution pension scheme, staff social days, colleague nomination scheme and discounts in our Nature Discovery Centres.

How to Apply

To be considered for this opportunity, please submit an application via People First by Monday 30 November. Interviews are scheduled for Tuesday 08 December.

Thank you for your interest in this position and I look forward to receiving your application.

James Astley
Grants and Trusts Manager


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