**Job Title:** Grants Officer

**Reporting to:** Grants Manager

**Place of Work:** NWWT Head Office (Bangor) and/or NWWT East Office (Mold) and/or homeworking

**Hours of Work:** Full-time - 35/week

**Salary bracket:** £26,000 - £28,000

**Main purpose of the post:**

To support all aspects of grant-related fundraising at NWWT, including project development and leading on individual grant applications (as assigned and supported by NWWT’s Grants Manager).

**Key Role Responsibilities**:

* **Project development:**
* Discussion with NWWT Leads to identify the most suitable grant-fundable projects to develop
* Supporting the Grants Manager to facilitate partnership development with other Wildlife Trusts and external partners
* Supporting the Grants Manager in developing an up-to-date evidence base to support project development and grant applications including case studies, testimonials and community consultations
* Developing and managing relationships with new and existing funding stakeholders, representing NWWT at consultations, workshops and events to ensure best outcomes
* Supporting and upskilling other staff in developing project ideas into winning bids
* **Grant applications:**
* Researching, identifying and continually evaluating new sources of project income (national, regional and local) using resources such as the Wildlife Trusts’ intranet, our Grantfinder database and other free subscription services (e.g. WCVA), keeping up to date with changing funding streams and trends
* Using project development toolkits including Full Cost Recovery and salary calculators to ensure accurate project budgets
* Writing applications to a wide range of grant funders, including statutory bodies; National Lottery distributors; and trusts and foundations
* Supporting other staff with writing successful funding applications, where specifically agreed
* Supporting NWWT’s Grants Manager in maintaining effective grant fundraising databases to track progress, and preparing progress reports/briefings as requested
* **Project reporting:**
* Supporting individual project managers with project reporting to funders
* When agreed with NWWT’s Grants Manager, supporting individual project managers as a second contact point for funders post-award, and generally ensuring that excellent relationships with funders are maintained
* Working with individual project managers to ensure the support of grant funders and partners are appropriately recognised and acknowledged (e.g. through our website, social media and printed publications)
* For the avoidance of doubt, the postholder is not expected to manage individual projects except under exceptional circumstances
* **General responsibilities:**
* Carrying out all duties with regard to relevant legislation, regulatory frameworks and standards and NWWT’s internal procedures, including policies relating to health and safety, equal opportunities, fundraising, safeguarding and data protection

The above list is not exhaustive and the post-holder will, from time to time, be required to undertake other duties consistent with the purpose of the post.

This post may require occasional anti-social and weekend working. NWWT operates a TOIL system.

**PERSON SPECIFICATION**

This section details the experience, skills, knowledge and personal qualities

required for the post.

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| --- | --- | --- |
| **Skills, Knowledge and Experience** | **Essential** | **Desirable** |
| Be educated to A-level standard or equivalent experience | Checkmark |  |
| Computer literate and competent with Microsoft Outlook and Office software, including Word, Excel and Access | Checkmark |  |
| Ability to write well, clearly and concisely | Checkmark |  |
| Good organisational and time management skills | Checkmark |  |
| Experience of working with colleagues to develop projects, including budgeting | Checkmark |  |
| Experience of producing and submitting grant claims, including report writing | Checkmark |  |
| Have a high level of attention to detail and accurate record keeping skills | Checkmark |  |
| Be able to manage multiple competing priorities and deadlines simultaneously | Checkmark |  |
| Excellent communication skills both internally and externally | Checkmark |  |
| Experience of fundraising in the conservation section and/or within Wales |  | Checkmark |
| Professional or voluntary experience in the charitable sector |  | Checkmark |
| Experience of project/grant reporting to external partners, or of supporting colleagues to provide this |  | Checkmark |
| Project management experience, including managing budgets and the application of full-cost recovery models |  | Checkmark |
| Experience of providing training |  | Checkmark |
| Proven experience of successfully developing relationships with external stakeholders |  | Checkmark |
| Ability to communicate in Welsh |  | Checkmark |
| High level of initiative, flexibility and adaptability |  | Checkmark |
| Knowledge of the role of key organisations operating Wales |  | Checkmark |
| Knowledge of and commitment to relevant Health and Safety regulations |  | Checkmark |
| Full driving licence |  | Checkmark |
| Understanding of Safeguarding regarding Children/Adults at risk |  | Checkmark |
| First Aid Certificate |  | Checkmark |
| |  |  |  | | --- | --- | --- | | **Personal qualities** |  |  | |  |  |
| Confidence with an ability to maintain high levels of enthusiasm and self-motivation | | |
| Ability to achieve targets and deadlines effectively under pressure, whilst still maintaining quality | | |
| Ability to work on own initiative and cooperate as part of a team | | |
| Integrity, tact and diplomacy when dealing with staff, partners, volunteers and members of the public | | |
| Mature, flexible approach to work, including being prepared to work outside of usual hours | | |
| An affinity for wildlife, landscape and cultural heritage | | |