

## **GRANTS OFFICER JOB DESCRIPTION**

**Location:** Hybrid working: Office-based OR can be from home and office facilities available in Bangor/Aberduna

**Responsible to:** Grants Manager

### **OVERALL PURPOSE OF THE JOB**

- Support the Grants Manager with all aspects of grant-related fundraising
- Manage a portfolio of grants related to Trusts and Foundations
- Support NWWT with bid writing and application submission

### **MAIN RESPONSIBILITIES**

#### **Capacity building**

- Supporting NWWT's Grants Manager to facilitate partnership development with other Wildlife Trusts and external partners
- Supporting NWWT's 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
- Manage a portfolio of grants related to Trust and Foundations.
- 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
- Supporting and upskilling other staff in developing project ideas into winning bids

#### **Bid writing and grant application**

- Discussion with NWWT staff to identify the most suitable grant-fundable projects to develop
- 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

For the organisation to work effectively you may be required to assist with other areas of work and therefore, you should be prepared to undertake other duties appropriate to the post, and any other reasonable duties required.

**All staff are ambassadors for the organisation both internally and externally and are expected to always act in a professional manner. They are required to abide by organisational rules, policies and procedures as laid down in the staff handbook, adopt environmentally friendly working practices, set and maintain high personal standards of efficiency and customer care and foster a 'can do' culture based on ownership, initiative, teamwork and exchange of information.**

## JOB TITLE PERSON SPECIFICATION

	Essential	Desirable
<b>Personal Qualities</b>		
Personal and good communicator	Y	
Ability to work on own initiative and cooperate as part of a team	Y	
Confidence with an ability to maintain high levels of enthusiasm and self-motivation	Y	
High level of initiative, flexibility and adaptability		Y
Problem solver	Y	
<b>Key competencies</b>		
Ability to write well, clearly and concisely	Y	
Be able to manage competing priorities and deadlines simultaneously	Y	
Have a high level of attention to detail and accurate record keeping skills	Y	
Good organisational and time management skills	Y	
Ability to absorb complex information quickly, and to communicate it to a non-expert audience in a concise and engaging way	Y	
<b>Experience</b>		
Experience of fundraising in the conservation section and/or within Wales		Y
Experience of producing and submitting grant claims, including report writing	Y	
Experience of working with colleagues to develop projects, including budgeting	Y	
Proven experience of successfully developing relationships with external stakeholders		Y
Building and Managing relationships	Y	
<b>Knowledge and skills</b>		
Excellent communication skills both internally and externally	Y	
Working knowledge of Health & Safety and its application in this role		Y
Computer literate and competent with Microsoft Outlook, SharePoint and Office software, including Word and Excel	Y	
Knowledge of the role of key organisations operating in Wales		Y
Full driving licence		Y
Welsh Language Ability		Y