



ROLE DESCRIPTION AND PERSON SPECIFICATION

Senior Grants Officer

BASE OF WORK:

Brooke House with regular travel across the county.

WORK HOURS:

37.5 hours per week. Occasional weekends and evenings, with time given off in lieu.

REPORTING TO:

Philanthropy Manager

CONTRACT OF EMPLOYMENT:

Permanent

ROLE PURPOSE

Suffolk Wildlife Trust is an inspiring and impactful organisation with a compelling vision for our county “[A Wilder Suffolk where nature is thriving and abundant because everyone is doing more to help](#)”.

In the decade to 2030, we are committed to scaling up our activities across the county, to bring nature back to Suffolk. Our aim is for 30% of our county to be connected and well looked after for nature by 2030, so that our species and habitats can recover and thrive – and for 1 in 4 people to be actively helping to achieve this.

As the Senior Grants Officer, the post holder will play a key role in achieving our ambitious goals for nature’s recovery in Suffolk by driving forward our fundraising initiatives and fostering meaningful relationships with funders. You will research opportunities for grant funding, submitting well written and compelling cases for support. This pivotal role will inspire funders to contribute to our vision for 30% of Suffolk being connected and well-cared-for by 2030 and to inspire the people of Suffolk to care about nature.

MAIN RESPONSIBILITIES

Every staff role has three key areas of focus known as the “Power of 3” to support our mission to bring nature back. Typically, you should expect to spend 80% of your time on these:

1) Growing Both Restricted and Unrestricted Funding

- The role will lead on growing both restricted and unrestricted funds through applications to charitable and grant-making trusts.
- Using their exceptional experience and working with Philanthropy Manager they will create and deliver a strategy that will identify new opportunities and engage with existing funders to create a pipeline of funding.
- You will compose high-quality and timely written proposals and impact reports and be the main point of contact for all applications and reports for grant-makers and charitable trusts.
- You will work with colleagues across the Trust to identify projects and activities and collate the information needed to develop applications for funding.

2) Identify and Manage a Pipeline of Potential Funders

- Carry out proactive research to identify appropriate charitable trusts and manage a pipeline of potential funders.
- Build relationships with key grant funders, carrying out due diligence as appropriate.
- Horizon scanning by keeping abreast of news and updates from major funding organisations, e.g. National Lottery Heritage Fund and landfill operators, by attending webinars, briefings and networking with other Trusts.
- Build and maintain records of applications and deadlines for submissions, reports etc. as well as a calendar of opportunities and deadlines.
- Provide a good working knowledge across the Trust for all grant applications to major funders.
- Work with delivery staff to ensure reporting requirements are understood and met.
- Prepare and submit progress reports when required.
- Work with marketing team to publicise projects and funders' support as appropriate.

3) Project Development and Administration

- Work closely with the Philanthropy Manager and wider teams to develop effective and compelling cases for support.
- Develop innovative and inspiring ways to demonstrate impact for funders.
- Develop and maintain accurate records on the Trust's CRM for all communications and to allow coordination of all funding applications.
- Utilise appropriate databases and information sources to identify possible funding sources.
- Ensure income is banked and recorded in a timely and accurate manner and assist the Philanthropy Manager and Head of Philanthropy & Partnerships in compiling quarterly and year end reports.

Use your skills and experience to contribute holistically to the Trust's vision for a Wilder Suffolk.

PERSON SPECIFICATION

- A personal commitment to Suffolk Wildlife Trust's mission to bring nature back.
- Strong experience and track record of successful income growth from charitable trusts and grant-making organisations.
- Target driven with proven success of increasing income and engagement from funders.
- Good financial acumen skills for budgeting, event planning and ROI analysis.
- Track record of forging productive, collaborative relationships with a wide range of funders.
- Track record of effective business planning and delivery.
- Highly organised and efficient, with finely honed juggling skills!
- A supportive and approachable colleague with a high degree of personal integrity.
- Excellent IT skills and using the Microsoft 365 environment including Teams, SharePoint and CRM.
- Personal resilience to operate under pressure within the urgency the nature and climate crisis demands.
- Ambitious, forward thinking and open to continued professional development.

OUR CULTURE

[Our organisational culture matters to us and enables us to achieve more for wildlife.](#)

Your role description explains the three key areas of focus of your role. What is equally important is how you do it. Suffolk Wildlife Trust is a gutsy organisation - we show courage, determination and spirit, learning from experience and embracing new ideas.

We are driven by our shared values and passion for nature and support each other – staff and volunteers - to be the best we can to deliver for nature. We constantly strive to communicate and collaborate brilliantly, representing Suffolk Wildlife Trust in a friendly, professional and well-informed manner.

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 Suffolk.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.

WILD ABOUT INCLUSION

Suffolk Wildlife Trust is committed to an inclusive and diverse workplace where everyone is welcome. As a conservation charity, we recognise the importance of diversity in both nature and our workforce of staff and volunteers. We strive to ensure that everyone feels valued and empowered to contribute to our vision of “A Wilder Suffolk where nature is thriving and abundant because everyone is doing more to help”.

You will ensure that the Trust’s fundraising approach is inclusive, reaching diverse funding partners and ensuring equitable access to nature recovery initiatives.