



Suffolk
Wildlife Trust

Senior Grants Officer

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”.



Suffolk Wildlife Trust is the county's nature charity – protecting and restoring Suffolk's wildlife

Since the Trust was founded in 1961, we have been leading conservation efforts in Suffolk and have safeguarded some of the county's most important wildlife areas as nature reserves.

As a grass-roots organisation, we aim to deliver our ambition to '**Bring nature back**' by inspiring people and empowering communities to care and to act for nature, as well as managing our 50 nature reserves and advocating for wildlife.

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.



Our Ambition

To protect and restore 30% of Suffolk's land and sea for nature's recovery

The Senior Grants Officer role

3

The Senior Grants Officer will play a pivotal role in securing funding to drive nature recovery in Suffolk. This role will focus on developing and delivering a strategic approach to growing both restricted and unrestricted funding, ensuring the Trust's ambitious conservation goals are met.

The post holder will identify, cultivate, and manage relationships with charitable trusts and grant-making organisations, writing high-quality and compelling funding proposals and impact reports to secure long-term support. Proactive research, networking, and horizon scanning will be key to maintaining a pipeline of potential funders, ensuring the Trust stays ahead of new funding opportunities.



Could this be your next career move?

This is an exciting career opportunity and the chance to make a real impact for nature

Collaboration will be essential, working closely with colleagues across the Trust to develop compelling cases for support, meet reporting requirements, and promote funders' contributions. Strong administrative and financial acumen will be necessary to track applications, manage deadlines, and maintain accurate records using the Trust's CRM system.

With a strategic mindset and results-driven approach, the Senior Grants Officer will play a crucial role in securing the resources needed to restore 30% of Suffolk's landscape for nature by 2030.



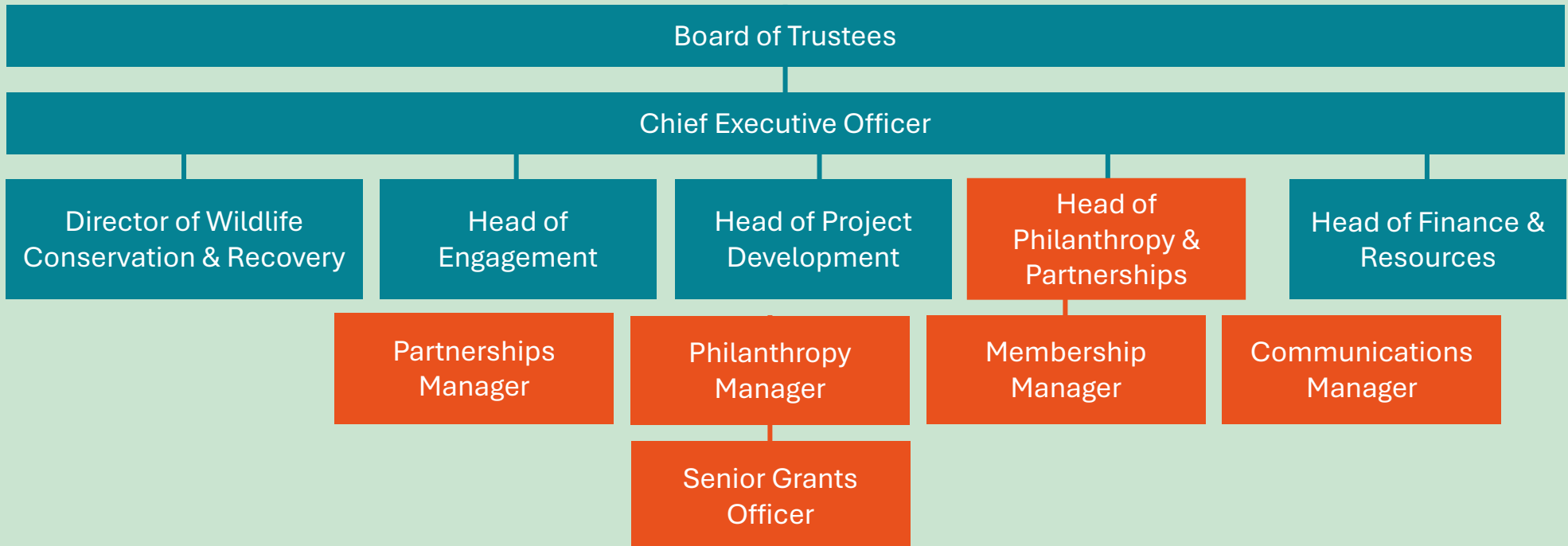
Could this be your next career move?

This is an exciting career opportunity and the chance to make a real impact for nature

Department structure

Suffolk Wildlife Trust is an organisation that makes a difference

We are a registered charity with a Board of Trustees, 100 members of staff, 1,300 volunteers and 28,000 members. The Trust is part of The Wildlife Trusts – a UK federation of 46 local Wildlife Trusts through the UK that together has a powerful collective voice with over 850,000 members and caring for more than 2,300 nature reserves. Suffolk Wildlife Trust have five departments, each with a senior leader or ‘Head of’ responsible for a key area of activity and a team of Managers who bring operational leadership to their area of activity.





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 the 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.

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.

Supporting Colleagues

This is a cross-team role, providing support to colleagues and our wonderful volunteers through the systems and processes you manage, and your can-do attitude and approach.



Our Culture Fosters Leadership

We empower our teams with a 'freedom within the framework' approach



Barn Owl

A personal commitment to Suffolk Wildlife Trust's mission to bring nature back	✓
Strong experience and a good 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.	✓
A confident communicator, with a flair for creating inspiring and compelling cases for funding.	✓
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 Microsoft 365 and Teams, SharePoint & CRM.	✓
Personal resilience to operate under pressure within the urgency that the nature and climate crisis demands.	✓

Terms and Conditions

This is a permanent, full-time position working 37.5 hours per week (Monday to Friday) based at our Head Office in Ashbocking. The starting salary will be between £28,000 and £32,675 per annum, depending on skills, knowledge and experience.

Suffolk Wildlife Trust values flexibility and welcomes applications from individuals seeking part-time hours. We also support flexible working arrangements, including opportunities for homeworking, with the expectation that team members will spend more time working together in person than apart. Further details regarding working patterns and flexibility will be discussed during the interview process.

Employee Benefits

Annual leave entitlement starts at 33 days per annum (including Bank Holidays), increasing annually to 38 days plus employees receive an extra day off for their birthday. We offer a 9% employer pension contribution with no employee contribution required, free 24-hour Employee Assistance Programme, free life insurance from day one of employment, free access to a private GP and discounts on everyday shopping.

As part of our team, you'll join a passionate organisation dedicated to enhancing the natural world, with opportunities to work across some of the most beautiful locations in the county.



How to apply

13

To apply for this opportunity, please submit an application via our website by 9:00am on Wednesday 12 February 2025. The application process will include uploading a CV and cover letter.

The interviews are planned for w/c 24 February at Brooke House in Ashbocking. Please indicate on the application your availability for interview.

If you would like an informal discussion about the role, you can email me on: alex.downing@suffolkwildlifetrust.org

Thank you for your interest in bringing your talents, experience and skills to Suffolk Wildlife Trust. I look forward to receiving your application.

Alex Downing
Philanthropy Manager



Red Deer Stag



Suffolk
Wildlife Trust



**Together, we can create a
wilder Suffolk for everyone**