



Somerset
Wildlife Trust



Wilder Somerset

2030



More space for nature where wildlife thrives
with more people on nature's side



Job Description
Trusts and Grants Officer

About Somerset Wildlife Trust

Somerset Wildlife Trust is a local independent charity and the only organisation uniquely focused on improving the natural environment of Somerset for the benefit of wildlife and people. We champion Somerset's stunning, diverse, and important natural environment, making the case for nature to the public and politicians. We protect wildlife and lead the recovery of the environment by example, including on our nature reserves.

Somerset Wildlife Trust is one of 46 Wildlife Trusts across Britain which together with the *Royal Society of Wildlife Trusts* collectively form *The Wildlife Trusts*. We are the biggest charity movement in the UK working solely for nature and we believe that restoring nature on a landscape scale is essential for tackling climate change and biodiversity loss.

The climate and ecological crises require comprehensive, ambitious solutions and urgent action across all sections of society. The crises are also inexorably linked so it is vital that our new strategy, '[Wilder Somerset 2030](#)' is delivered with both at its core. We recognise that people are part of the solution and everyone has a role to play in restoring nature and averting the worst of the climate change. Research suggests that if 1 in 4 people in society take action then social tipping points can be achieved and widespread positive change can happen. This underpins one of our key strategic goals and Team Wilder is our delivery approach to inspiring and empowering others to help nature recover.

Our New Vision

To deliver a Somerset wide nature recovery network creating more space for wildlife, benefiting everyone, and playing its part in helping us reverse biodiversity loss and tackle the climate crisis.

Our New Mission

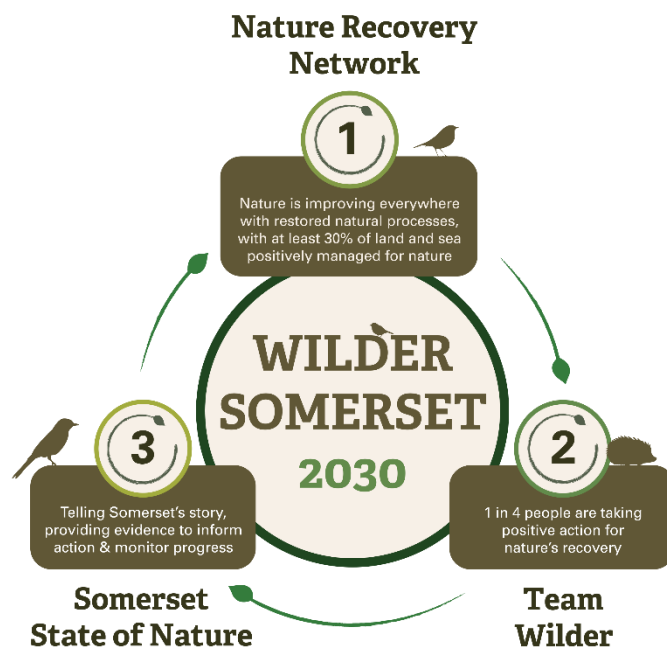
To champion the change needed to rebalance our relationship with wildlife and the natural world.

Our Goals for 2030:

To ensure that nature is improving across the county, supported by restored natural processes, and is connected and protected through a Nature Recovery Network, with at least 30% of land and sea managed positively for nature.

For nature to be valued and protected by everyone, building a movement with at least 1 in 4 people taking action for nature's recovery across Somerset.

By 2030 to tell the story of nature's recovery in Somerset through a shared, live online State of Nature tool that monitors progress and informs action.



About the post

Job Title	Trusts and Grants Officer
Banding Grade	Level 2
Reports To	Grants and Project Development Manager
Team	Fundraising & Marketing
Job Purpose	To work with the Grants and Project Development Manager and Somerset Wildlife Trust (SWT) teams to help nurture and grow our portfolio of trust, foundation and other grant income to support core Trust activity and individual projects.
Position	Permanent. Part-time (30hrs / 4 days a week). Taunton-based, but hybrid working available. You will need to travel around Somerset using your own transport and attend regular meetings in Taunton.
Working Relationships	Internal: Key relationships: Fundraising & Marketing team, Grants and Project Development Manager, Philanthropy Manager, Director of Fundraising and Marketing and other colleagues across SWT teams.
	External: Key relationships: Existing and potential trust, foundation and other grant-funders
Benefits of working for Somerset Wildlife Trust	We offer some fantastic benefits including: • 7% employer pension contribution • Life assurance • Flexible and agile working • Wellbeing support – EAP, wellbeing champions • Diversity networks through RSWT/TWT • Paid volunteer days • Continuous Professional Development opportunities • 33 days of holiday (25 + bank holidays) + Christmas shutdown • Staff social calendar and events The opportunity to make a real and positive difference to nature, communities and the climate

Job Description – Key Responsibilities and Tasks

Responsibility 1: Income generation

- Managing a portfolio of Trusts and Foundations to complete funding applications and, working with the Grants and Project Development Manager, to agree an annual programme of grant and trust applications to meet defined income targets.
- Assisting the Grants and Project Development Manager on major grant-funding applications and aligning smaller funds to secure match-funding for larger projects.
- Carrying out prospect research to identify new trust and grant funding opportunities

Responsibility 2: Fund Relationship Management

- Stewarding an agreed portfolio of existing Trust and Foundation relationships, ensuring funder contributions are appropriately recognised and acknowledged and that grant criteria are met.
- Co-ordinating reports to funders, ensuring reports meet requirements and are sent on time.
- Developing new relationships with trust and foundation prospects identified to secure new income.
- Ensuring data on grant income and funders are updated and maintained to a high standard on the Trusts' customer relationship management system (Blackbaud Raiser's Edge NXT) and SWT SharePoint.
- Assisting with the administration of the Trust's Programme Management Board (PMB) and project development documentation, helping develop cases of support and content for funding applications.

Responsibility 3: Supporting Wider Fundraising Strategy

- Highlighting funding opportunities to SWT teams and contributing to funding applications led by other teams.
- Liaising with SWT Finance team to ensure grants are properly recorded, allocated and spending tracked.
- Providing additional support to the Fundraising & Marketing Team (F&M) and other SWT teams, as required and agreed with your line manager.

General

- The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety and safeguarding procedures, ensuring the personal safety of all staff, volunteers, young people and vulnerable adults involved in the project.
- To carry out other duties relevant to your post as reasonably required by your line manager.
- To reflect the Trust's Values in all areas of work.
- Somerset Wildlife Trust is committed to creating a more digital culture across the organisation. We aim to become more collaborative, agile and efficient through the use of digital technology. A basic level of digital skills is expected of all staff with the opportunity to improve these skills with career progression.



PERSON SPECIFICATION

To succeed in this role you will need to demonstrate:

	<i>Essentials</i>	<i>Desirables</i>
Qualifications	Degree or equivalent relevant work experience of at least two years. Current full driving license and able to use own vehicle for work when necessary.	
Experience/Knowledge	Experience of writing high quality grant-funding applications and of securing income. Experience of developing and stewarding Trust and Foundation grant-funder relationships. Experience of preparing timely, high-quality reports to meet funder reporting requirements. Experience of cross-team working to deliver organisational aims.	Knowledge of funding available to the conservation/ environment sector and fundraising trends across trusts and foundations. Experience of working as part of a fundraising team and integrating grant funding within wider fundraising planning.
Skills	Excellent communication skills, both written and oral. Comfortable working with funders across a range of media – telephone, email, online and ‘cold calling’ to develop new opportunities. Ability to think creatively and to analyse complex information and compile into concise and persuasive arguments. Ability to plan to meet funder deadlines and respond to tight deadlines. Flexible in approach and able to shift priorities at short notice. Good working knowledge of Microsoft Office, databases and use of internet and other sources to research and develop prospects.	Knowledge (and/or use) of Blackbaud Raiser’s Edge NXT or similar content management systems.

	Excellent accuracy and attention to detail.	
Attributes	Commitment to the aims of the Wildlife Trust movement. A team-minded approach - taking others on the journey with you and sharing knowledge / expertise for the benefit of the wider fundraising team and to forge strong relationships with colleagues across SWT. Ability to work on own initiative as well as under supervision and to be resilient in the face of setbacks and challenges. Demonstrable commitment to continuous learning and improvement. Celebrates success. Resilient in the face of setbacks and challenges. Willingness to be flexible in working patterns to meet the needs of the F&M team and SWT, including occasional weekends and evenings on request.	



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SOMERSET WILDLIFE TRUST'S WORKING VALUES AND EXPECTATIONS

Developing Somerset Wildlife Trust

To deliver our Wilder Somerset 2030 plan we, Somerset Wildlife Trust, will need to build our charity, be clear in our priorities and ensure our own actions support our aims. We have a new set of Values that will inform all our decision-making and actions to bring about nature's recovery across Somerset.

- We are passionate about nature.
- We believe everyone can contribute to nature's recovery.
- We love Somerset - its amazing wildlife and its communities.
- We are confident and brave in standing up for nature.
- We encourage innovative thinking and action for nature's recovery.

To deliver our strategy we will:

- Support, inspire and enable others to act while leading by example.
- Develop a Climate and Environment Strategy that delivers on our own environmental commitments within the Trust covering all areas of our operation and land use including procurement, utilities, facilities, and transport to achieve carbon neutrality by 2030.
- Use our resources efficiently and effectively, harnessing the diversity, talent and commitment of our staff and supporters.
- Expand our supporter base and sources of income, including through embracing new opportunities to generate income streams that are compatible with our strategic goals and maintain financial stability.
- Embrace new ways to grow our impact and reach, with a particular focus on expanding our digital knowledge and experience.

