



Somerset
Wildlife Trust



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Wildlife Trust
Consultancy



Wilder Somerset

2030



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



Job Description
Grants and Project
Development Coordinator

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

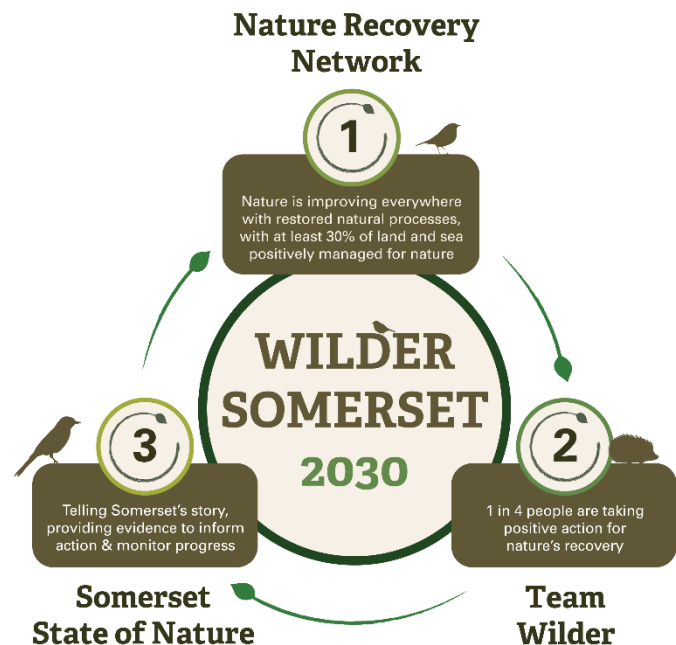
To champion the change needed to rebalance our relationship with wildlife and the natural world.

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	Grants and Project Development Coordinator
Grade	Level 2
Reports To	Grants and Project Development Manager
Team	Fundraising & Marketing
Responsible for	N/A
Job Purpose	To support 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. Full or part-time (4 days a week). Taunton-base, but hybrid working available. You will need to 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

Job Description – Key Responsibilities and Tasks

Income generation

- Managing a portfolio of Trusts and Foundations to complete funding applications and, supported by 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.
- Supporting the preparation of applications and reporting to philanthropic private family trusts.

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.

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

	<p>Good working knowledge of Microsoft Office, databases and use of internet and other sources to research and develop prospects.</p> <p>Excellent accuracy and attention to detail.</p>	
<p>Attributes</p>	<p>Commitment to the aims of the Wildlife Trust movement.</p> <p>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.</p> <p>Ability to work on own initiative as well as under supervision and to be resilient in the face of setbacks and challenges.</p> <p>Demonstrable commitment to continuous learning and improvement.</p> <p>Celebrates success.</p> <p>Resilient in the face of setbacks and challenges.</p> <p>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.</p>	



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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.

Organisational Expectations:

- At Somerset Wildlife Trust (SWT), we are committed to the belief that everyone is an individual irrespective of their age, race, gender, sex or religious belief. We aim to avoid unjustified discrimination on the grounds of age, gender reassignment, disability, ethnicity, marital status, religious beliefs, gender or sexual orientation. We strive to nurture an equitable environment where employees, volunteers, trustees and our service users treat people with respect and value everyone as an individual. We are committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.
- 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.