



Cheshire
Wildlife Trust

**Let's bring wildlife back together -
for everyone, everywhere**



Senior Philanthropy Officer

Candidate information pack



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Purpose and impact of the role

We have reached a tipping point. Wildlife is in freefall both locally and nationally and our climate is in crisis. By 2030 we must see nature recovering, wildlife returning and ecosystems restored and we need many, many more people on nature's side.

Cheshire Wildlife Trust is a fast-growing environmental charity which is part of the UK-wide federation of Wildlife Trusts. With the local support of over 17,500 members and almost 1 million members nationally, you will be a part of a dynamic organisation which is at the forefront of bringing wildlife back. Your role will help achieve our 2030 goals to put nature into recovery, mobilise at least 1 in 4 people to be on nature's side and ensure that the environment plays a full role in addressing the climate crisis. In short, we need to create a [Wilder Cheshire](#).

This role sits within the Fundraising and Communications Directorate. The main purpose of the department is to achieve our strategic engagement goals and grow our voluntary income by igniting people's passion for and connection with nature.

The role of Senior Philanthropy Officer is a Senior Technical Officer level position where the main purpose is to deliver agreed objectives that contribute significantly to achieving a specific strategic goal both directly and by supervising the work of more junior members of the team.



The specific purpose of this position is to:

- Expand the Trust's portfolio of high value donors to achieve agreed income targets.
- Increase the number and value of legacy pledges to achieve agreed income targets.
- Build strong relationships with prospects and supporters to achieve major donor and legacy programme objectives.



Overview

Title: Senior Philanthropy Officer

Team: Fundraising & Communications

Responsible to: Director of Fundraising & Communications

Term: Permanent

Salary: £29,341 – £33,735 (Rank 4 Senior Officer) Starting salary: £29,341

Hours: Full-time/35 hrs per week. Part-time considered.

Location: Hybrid working with a minimum of two days per week working from our Bickley Hall Farm HQ. (SY14 8EF)

Main duties and responsibilities

- Use research and networks to identify supporters and prospects who are interested in financially supporting the Trust.
- Work with colleagues to develop compelling and persuasive proposals to secure major gift donations (4,5, 6+ figure level gifts).
- Work with the Fundraising & Communications team to plan and deliver legacy-specific marketing using events as well as print and digital channels.
- Develop relationships with providers of Will writing services for Trust supporters.
- Respond promptly and sensitively to enquiries about gifts in Wills and in memory gifts.
- Respond to legacy gift administration communications and liaise with executors and co-beneficiaries to ensure effective and timely administration of gifts in Wills.
- Work with the Director of Fundraising & Communications and other colleagues to develop and deliver an effective stewardship programme and bespoke contact management for higher value and major donors and legacy pledgers.
- Use innovative and inspiring ways to thank donors and demonstrate the impact of their gifts.
- Create and co-deliver bespoke supporter events to build relationships with donors and legacy pledgers, showcase the Trust's work and demonstrate the impact of gifts received.
- Maintain accurate supporter and prospect records in the CRM
- Track progress of the major donor and legacy programme, providing reporting and analysis as required.



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Strategy, delivery and managerial responsibility:

- No direct responsibility for others but may supervise the work of 1-2 officers, trainees, assistants and volunteers. May give technical advice to others.
- Reports to either a Programme Manager or Team Leader and responsible for planning and delivery a work programme to meet set objectives.
- Required to show initiative and manage both proactive and reactive work.

Fiscal responsibility:

- Accountable for raising funds and the day-to-day monitoring of project and contract budgets and/or other income streams of £50k-300k.





Legal Responsibility:

- Expected to comply with the limits and authorities set out in CWT's Financial and General Schemes of Delegation.
- Required to comply with the Health & Safety at Work Act, General Data Protection Regulations, fundraising regulations and Cheshire Wildlife Trust policies and procedures.
- Required to work within the limits set out in your individual competency record and to undergo competency based training as required.
- Responsible for ensuring that project and contract work is carried out safely, lawfully and in line with relevant internal and external policies and regulations.

Relationships:

- Expected to be an ambassador for Cheshire Wildlife Trust responsible for upholding the Trust's reputation, image and level of service.
- Expected to promote membership at all available opportunities and engage positively with potential and current supporters.
- Required to maintain operational relationships both internally and externally and to use influencing and negotiating skills when required.

Person specification

Knowledge and experience

You will have already gained at least 5 years relevant experience or at least a Level 5* qualification or be a member of a professional body within one or more of the following fields: Major Donor Fundraising/Marketing/Legacy Fundraising.

In addition you will need to demonstrate knowledge and/or experience of the following:

- Demonstrable experience in successful cultivation of donors to secure high value gifts.
- Experience of identifying and developing a portfolio of major donor prospects
- Experience of planning and delivering effective stewardship activities including events.
- Demonstrable experience of writing successful funding proposals and preparing briefing documents in advance of meetings and events.
- Demonstrable experience of using outstanding interpersonal skills to develop rapport with donors, discover their interests and maintain productive relationships.
- Sensitive and appropriate communications with prospects and donors, especially in relation to legacy and in memory gifts.
- Understanding of best practice and legislation relating to Will writing and legacy administration.
- Experience of producing inspiring marketing content

*You can check whether a qualification you hold is at the right level [here](#).



Required skills

The competencies relevant to your role are shown below:

- You demonstrate good professional conduct and support and encourage others to uphold professional standards. You consistently set an example by modelling professional behaviours.
- Able to demonstrate awareness of relevant H&S legislation, and organisational H&S policy and procedures. Takes personal responsibility for own H&S and wellbeing. Implements safe working practices.
- Skilled in presenting a range of information confidently and clearly both orally and in writing. Competent in adapting communication style and language to meet the needs of the audience. Able to use a range of communication strategies to influence and persuade others. Able to communicate effectively and clearly with stakeholders including the general public.
- Able to plan and implement straightforward consultation exercises and negotiate acceptable outcomes. Skilled at maintaining good relationships with partners and stakeholders. Able to work effectively as part of a multi-disciplinary team. Has critical thinking skills and is able to identify potential problems and suggest solutions.



Required skills continued...

- Able to demonstrate skills in methods of data management and sharing, in line with legislation and appropriate internal and external protocols. Confident in the use of a range of common and bespoke software packages and able to collect, manage and present data.
- Able to work efficiently and to a high standard. Able to contribute to achieving, measuring and monitoring targets. Can demonstrate an ability to plan budgets and resources to meet objectives. Able to contribute to strategic planning. Competent at managing contracts and lower-value projects. Demonstrates skills in understanding and meeting customer needs and able to deal with the public effectively.
- Understands equal opportunities and activity supports others by demonstrating inclusive behaviour. Able to set a good example to others and show leadership when required.



Personal qualities

We expect all who work for Cheshire Wildlife Trust to demonstrate the following personal qualities:

- Be passionate about securing a future for local wildlife on land and sea
- Be someone who leads by example and makes decisions based on evidence
- Be proactive, professional and pioneering in your everyday work
- Make sustainable choices
- Be able to work both alone and as part of a team
- Be flexible, practical and well organised
- Be friendly and approachable
- Have the means to travel to our headquarters as and when required.



Benefits and rewards

We are a small and friendly organisation employing around 70 staff supported by a network of delivery partners, volunteers and trainees. The people who work for Cheshire Wildlife Trust are passionate about the natural environment and local wildlife conservation. We have a highly motivated and committed team who are driven to succeed, and we believe that our staff thrive best in a culture of creative freedom within a strategic framework. Many staff are involved in Cheshire Wildlife Trust's activities outside of their duties such as occasional volunteering to help with a wildlife survey or helping run a weekend/evening event.

At Cheshire Wildlife Trust we embrace agile working with a focus on supporting you to achieve your objectives alongside a healthy work-life balance. We operate a hybrid working policy with most staff working at least part of the week from home and/or out on site.

Our headquarters at Bickley Hall Farm (SY14 8EF) are set in the beautiful Cheshire countryside on a working farm managed by Cheshire Wildlife Trust. The farmhouse provides our main office space with fantastic views and the opportunity to walk around the farm in your free time. Depending on your role you may also have the flexibility to work from one of our satellite offices or use a hot desk hosted by a partner organisation.



Our full terms and conditions of employment are set out in your employment contract, staff handbook and benefits and remuneration handbook which will be issued to you at the start of your employment. A summary is included below:

Future planning

- Group Personal Pension Scheme with contributions matched up to 7.5%
- Life Insurance cover of 3x salary

Career progression

- All new employees undertake a probationary period of 6 months, in which time they are expected to demonstrate their suitability for the post.
- A personal development plan and paid job-related training.
- A salary and career progression framework with clear criteria.
- Salaries are externally and internally benchmarked.
- Professional membership fees are paid.

Annual leave

- Starting full-time allowance of 25 days plus public holidays. One additional day is awarded after year 1,2,3,5,10 and 15 (pro-rated for part-time workers).
- Salary sacrifice scheme with the option to purchase up to an additional 5 days annual leave per annum (available from the April after your start date and pro-rated for part-time workers).
- Time Off in Lieu available for out of hours working



Employee health support

- Employee Assistance Programme
- Access to a mental health first aider
- Eye tests paid for and paid time off for medical appointments

Parents and carers support

- Parental and compassionate leave policies in place

Travel

- Business mileage paid in accordance with our travel and expenses policy and if necessary, access to a Cheshire Wildlife Trust vehicle.
- A salary sacrifice bike to work scheme.

Other perks and culture

- We are committed to ensuring we reflect and represent all parts of society by improving access to jobs and training opportunities for groups currently under represented in our sector. Read more about [our commitment to Equality, Diversity & Inclusion here](#).
- Annual staff away days
- Subsidised Christmas meal
- Dog friendly office available
- Discount from Cotswold Outdoor
- A dress for the day culture
- Access to charity worker discounts
- Relevant professional membership fees paid
- Salary sacrifice schemes for technology e.g. personal laptops/TV's



How to apply

To apply for the position please send a copy of your CV as well as a covering letter in **PDF format** to Emma Raine (HR Officer) jobs@cheshirewt.org.uk

Your covering letter should explain in no more than **one side** of A4; which role you are applying for, and what skills and knowledge you have that you make you the right person for this role.

The closing date for this role is midnight on Monday 5th May 2025

Interviews will be held on Monday 19th of May at our Malpas headquarters.

Applicants must have the right to work in the UK. Sorry, we are unable to offer sponsorship for this position.



Wild About
Inclusion