



Cheshire
Wildlife Trust

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





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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 Development Directorate. The main purpose of the department is to ensure we have both the supporter base and financial resources to deliver our plan for a wilder Cheshire across the region by achieving our grants and voluntary income targets and creating compelling propositions that ignite people's passion for and connection with nature.

The role of Senior Grants 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:

- Build and manage a strong pipeline of grant opportunities.
- Align funding applications with the Trust's priorities, projects and delivery plans.
- Build funder relationships and ensure excellent stewardship and reporting.



Main duties and responsibilities

Overview

Title: Senior Grants Officer

Responsible to: Director of Fundraising & Development

Term: Permanent

Salary: £29,634- £34,072 (Rank 4)

Starting in the region of £29,634

Hours: Full-time/35 hrs per week.

Location: Bickley Hall Farm (SY14 8EF). This is a hybrid role.

- Research and develop a strong pipeline of grant opportunities that supports Cheshire Wildlife Trust's priorities and income targets.
- Plan and manage the grants pipeline, working with colleagues to match funding opportunities to projects and delivery plans.
- Write and submit high-quality applications to trusts, foundations and other grant funders, and support larger or more complex bids where needed.
- Work across teams to gather the information, evidence and budgets needed to develop clear and compelling proposals.
- Build and maintain positive relationships with funders, providing excellent stewardship and acting as a main contact for allocated grants.
- Prepare timely and accurate reports and updates for funders, ensuring grant conditions and reporting requirements are met.
- Maintain accurate grants records, track income and deadlines, and provide regular pipeline updates and forecasts.
- Ensure all grant fundraising activity follows relevant regulations, funder requirements and Trust policies.



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 is responsible for planning and delivering 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 CWT 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 and 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: fundraising, grants management, project development or a related discipline.

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

- Proven track record of successfully researching, writing and securing grant funding from a range of sources
- Experience of managing a grants pipeline or portfolio, including tracking applications, deadlines and reporting requirements
- Experience of developing and writing compelling, evidence-based funding applications and reports to a high professional standard
- Experience of building and maintaining productive relationships with funders and external stakeholders
- Experience of working collaboratively across teams to gather project information, budgets and evidence for funding applications
- Knowledge of the grant funding landscape relevant to nature recovery, communities or the voluntary sector, including awareness of key funders and changing funding streams
- Ability to develop project budgets and apply Full Cost Recovery principles accurately
- Experience of using grants management databases or CRM systems to maintain accurate records
- Knowledge of fundraising regulations, GDPR and best practice in the charity sector
- Experience of supporting larger, multi-partner funding bids

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





Transferable skills

- You can demonstrate good professional conduct and appropriate behaviours and set a positive example to others.
- You are able to demonstrate that you take responsibility for your own learning and development.
- You are skilled in presenting a range of information confidently and clearly, both orally and in writing. You can adapt your communication style to the audience and use a range of strategies to influence and persuade others. You are able to communicate effectively and clearly with stakeholders, including members of the general public.
- You are able to identify connections and build effective partnerships with colleagues from different disciplines and with other organisations.
- You have a good understanding of the nature recovery sector and can apply this knowledge when developing funding proposals and working with colleagues and partners.
- You are able to work efficiently and to a high standard.
- You are able to contribute to achieving, measuring and monitoring targets.
- You are capable of effectively managing and evaluating large-scale and/or complex projects from concept through to completion, involving multiple stakeholders.
- You have a track record of raising significant funding from a variety of sources using different fundraising techniques.
- You understand equal opportunities and actively support others by demonstrating inclusive behaviour. You are 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.



About us

We are a small and friendly organisation employing around 60 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.



Cheshire
Wildlife Trust



How to apply

To apply for the position please download and complete an application form and return it to Emma Raine (People & Culture Officer) at jobs@cheshirewt.org.uk

The closing date for this role is midnight on **Sunday the 12th of July**.

Applicants must have the right to work in the UK.

You may be required to undergo a DBS check as part of this role.

