



Suffolk
Wildlife Trust

Grants Manager



The Grants Manager Opportunity

This is an exciting opportunity for an experienced and enthusiastic Grants Manager to join Suffolk Wildlife Trust's Fundraising & Philanthropy Team at a pivotal time for nature recovery across Suffolk.

Our ambition is for 30% of Suffolk to be connected and well-managed for nature by 2030, helping wildlife recover and thrive while inspiring more people to take action for nature.

Working closely with the Head of Fundraising & Philanthropy, you will lead and develop Suffolk Wildlife Trust's grant fundraising programme, securing vital income from charitable trusts, foundations and other grant-making organisations to support our strategic priorities and core costs. You will lead on building and maintaining strong relationships with funders, developing a diverse funding pipeline and ensuring the delivery of high-quality applications, stewardship and reporting.

The role will involve identifying and researching funding opportunities, working collaboratively with colleagues across the Trust to develop funding proposals, manage grant reporting and monitoring and ensuring excellent stewardship of existing funders. You will be responsible for the management of grant pipeline & help shape a strategic and sustainable approach to grant fundraising.



You will also line manage a Grants Officer and build strong working relationships across the organisation, helping colleagues identify and develop funding opportunities that support conservation delivery, community engagement and support services development.

To succeed in this role, you will have a strong track record of securing income from trusts and foundations, together with experience of developing successful funding strategies and managing a fundraising pipeline. You will possess excellent communication and relationship-building skills, enabling you to inspire confidence and develop positive partnerships with funders, colleagues and other stakeholders.

The successful candidate will be self-motivated, highly organised and able to manage multiple priorities effectively. They will be strategic, proactive and results-focused, with the ability to identify opportunities, develop compelling cases for support and demonstrate the impact of Suffolk Wildlife Trust's work. Most importantly, you will be passionate about nature recovery and committed to helping deliver our vision of creating a more connected, resilient and wildlife-rich landscape across the county.

This is a fantastic opportunity to join our mission in making a lasting impact on nature recovery across Suffolk by securing the resources needed to scale up our work and achieve meaningful conservation outcomes.



Worlingham Marshes

Credit: Jack Cripps

About Suffolk Wildlife Trust

We are Suffolk's nature charity and the only organisation dedicated solely to safeguarding the county's wildlife and natural environment. Founded in 1961, we work to protect and restore nature, inspire people to connect with the natural world and create a healthier, more sustainable future for wildlife and communities across Suffolk.

As part of the UK-wide network of Wildlife Trusts, Suffolk Wildlife Trust manages and protects a wide range of important habitats, including wetlands, woodlands, heathlands, grasslands and coastal environments. There are around 50 nature reserves across the county we manage, providing vital wild spaces for wildlife while creating opportunities for people to experience and enjoy nature.

The Trust's work extends beyond nature reserves through conservation projects, education and engagement programmes, species recovery initiatives, environmental advocacy and partnerships with landowners, businesses, schools, local authorities and communities.

We are supported by members, volunteers, donors and staff and committed to creating a wilder Suffolk where nature is recovering, biodiversity is thriving and everyone has the opportunity to value and take action for the natural world.



Lapwing

Credit: Kevin Sawford



Water Vole

Suffolk Wildlife Trust's Mission & Vision

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

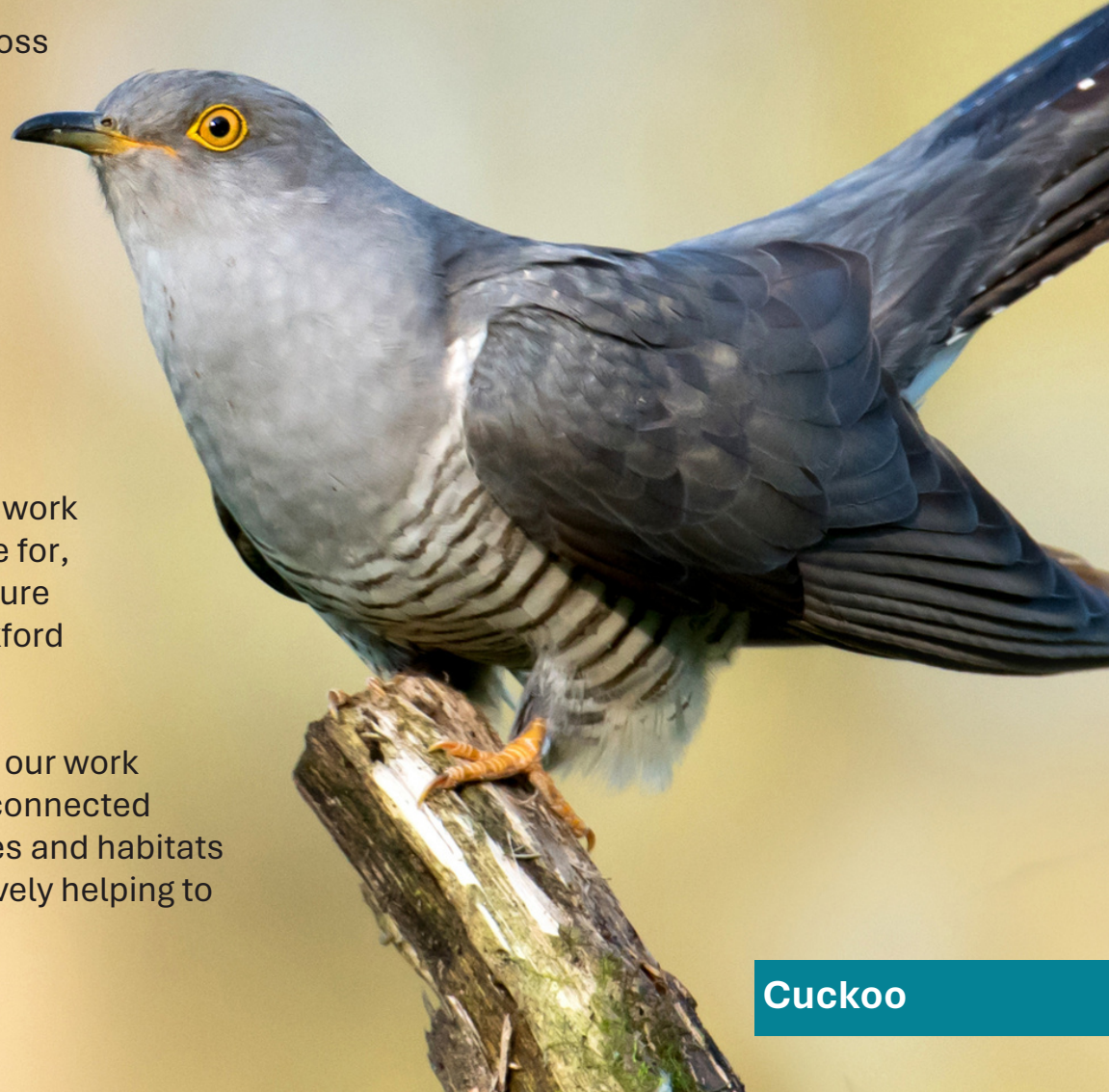
Founded in 1961, we have led conservation efforts across Suffolk for more than 60 years, safeguarding some of the county's most important wildlife areas as nature reserves.

Our Mission: Bringing Nature Back to Suffolk

Our Vision: A wilder Suffolk, where nature is thriving and abundant, because everyone is united in valuing nature and doing more to help.

As a grassroots organisation, we deliver our ambitious work by inspiring people & empowering communities to care for, and act for, nature. Alongside this, we manage 50+ nature reserves & two visitor centres (Carlton Marshes & Lackford Lakes) and we advocate for wildlife across the county.

In the decade to 2030, we are committed to scaling up our work across the county. Our aim is for 30% of Suffolk to be connected and well looked after for nature by 2030, so that species and habitats can recover and thrive, and for 1 in 4 people to be actively helping to achieve this.



Cuckoo

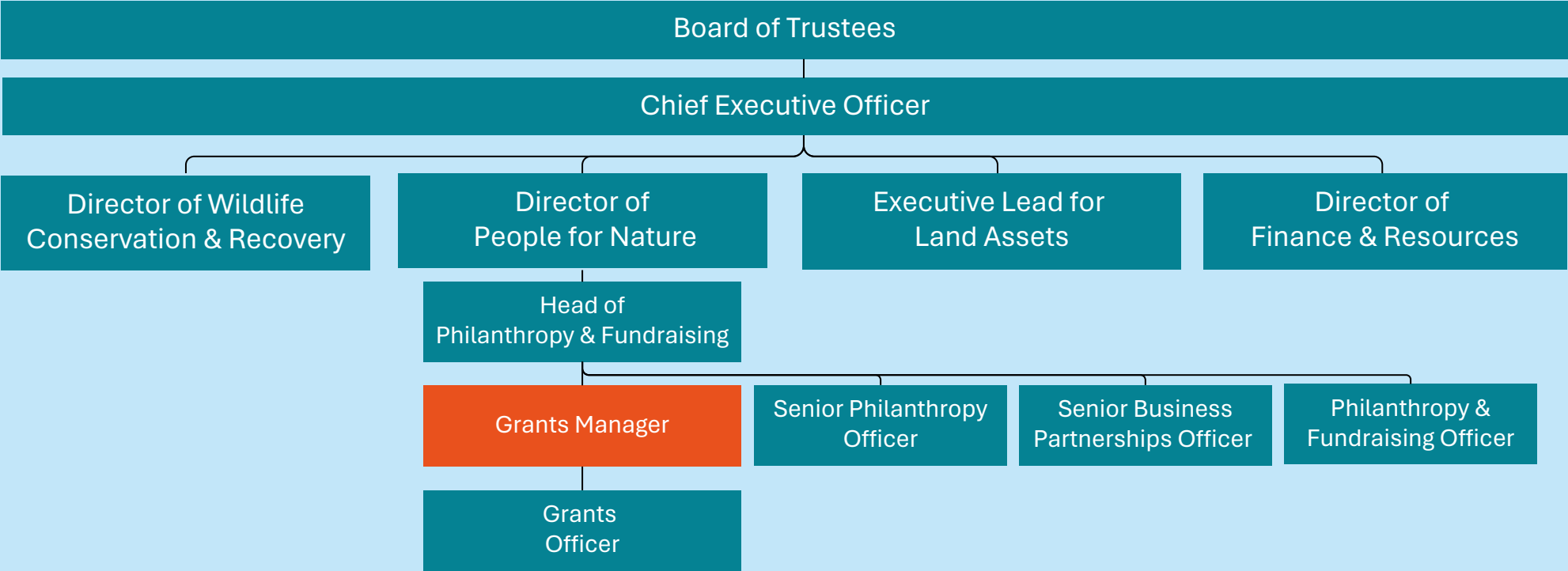
Suffolk Wildlife Trust is an organisation that makes a difference.



We are a registered charity with a Board of Trustees, 1,300 volunteers & 28,000 members. We are 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 & caring for more than 2,300 nature reserves.



We employs around 100 staff across 15 departments, organised within three main directorates. Each directorate is led by a Director, and each department has an Operational Lead who provides leadership for a key area of activity.





Our Beliefs, Values & Workplace Culture

At Suffolk Wildlife Trust, our organisational culture matters to us. It enables us to achieve more for wildlife and it shapes how we work together every day. Your job description explains the three key areas of focus for your role. What is equally important is how you do it. We are a gutsy organisation - we show courage, determination & spirit - learning from experience & embracing new ideas. We are driven by our shared beliefs, organisational values & passion to achieve more for nature and by supporting each other - staff & volunteers - to be the best we can to deliver for nature.

Our Beliefs Anchor Us

Everything we do, and how we do it, is anchored in our fundamental belief in the natural world.

We believe:

Nature has value in its own right.

We all share a responsibility for nature.

Society thrives when nature thrives.

Our Values Guide Us

Our values guide how we operate and the decisions we make, so we can achieve more for nature:

Tenacity: We lead by example and are gutsy in our ambition for nature and in how we use our voice.

Inclusion: We value and respect diverse voices & thinking to advocate and act for nature.

Pragmatism: We are impact-led in the methods, solutions and partnerships we choose to drive nature's recovery.

Our Culture Empowers Us

Our culture is how we work together, supporting each other, and empowering our county, to achieve more for nature:

Nature-led: We are driven by a shared passion for nature and support each other to be the best we can.

Collaborative: We communicate and collaborate brilliantly to amplify our impact and celebrate each other's achievements.

Trusting: Our staff and volunteers are trusted and accountable to deliver our ambition for nature.

Reflective: We are evidence-led, we challenge ourselves, and we embrace new ideas and learn from experience.

Safe: We always work safely and responsibly.

Role Description

Every role has three key areas of focus known as the “Power of 3” to support our mission, vision & strategic goals. Typically, you should expect to spend 80% of your time on the following:

1. Management Development & Professional Lead

- Lead, line manage & develop the Grants Officer, creating a positive, collaborative and high-performing workplace culture.
- Set clear objectives and priorities, providing regular feedback, coaching and support to build capability and confidence.
- Act as the professional lead for grant fundraising, keeping up to date with best practice, funder expectations and emerging opportunities.
- Build strong relationships across the organisation, supporting colleagues to identify and develop strong funding opportunities.

2. Operational Leadership

- Lead the development and management of Suffolk Wildlife Trust’s grants pipeline, ensuring a strong and balanced portfolio of prospective and active funders.
- Work with teams across the organisation to identify funding opportunities aligned with strategic priorities and core organisational costs.
- Develop effective approaches to prospect research, funder engagement, bid development and stewardship.



Kingfisher

Credit: Ben Daslgleish

- Manage the grants calendar, pipeline and forecasting, ensuring applications and reporting are planned effectively and resources are prioritised appropriately. Develop and maintain strong relationships with trusts, foundations and other grant-making bodies, positioning Suffolk Wildlife Trust for future funding opportunities.
- Provide insight into the external funding environment, horizon-scanning for emerging opportunities, trends and changes in funder priorities.

3. Delivery and Accountability

- Lead the development and submission of high-quality, compelling grant applications that secure income against strategic organisational priorities and core costs.
- Ensure funding applications are evidence-based, outcome-focused and clearly demonstrate the impact and value of Suffolk Wildlife Trust's work.
- Oversee grant reporting, monitoring and stewardship, ensuring funder commitments are delivered and relationships are maintained effectively.
- Monitor income performance against targets, reporting on progress, risks, opportunities and pipeline development to senior management.
- • Ensure accurate and effective use of fundraising systems and data, maintaining clear records of prospects, applications, awards and funder relationships.
- Take accountability for agreed grant income targets and contribute to the overall growth and diversification of unrestricted and restricted income.



Person Specification

- A personal commitment to Suffolk Wildlife Trust's mission to bring nature back.
- Previous experience in a Trusts and Grant/similar role.
- Strong experience and 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.
- 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 the Microsoft 365 environment including Teams, SharePoint and CRM.
- Personal resilience to operate under pressure within the urgency the nature and climate crisis demands.
- Ambitious, forward thinking and open to continued professional development.



Barn Owl

Terms & Conditions

Terms & Conditions

This is a permanent, full-time position working 37.5 hours per week Monday to Friday from 9:00am to 5:00pm. We operate flexible homeworking arrangements where colleagues spend more time working together than homeworking. The base of work will be Brooke House in Ashbocking and the starting salary will be up to £35,000 per annum depending on skills, knowledge and experience.

Employee Benefits

Annual leave entitlement starts at 33 days per annum (including Bank Holidays), increasing annually to 38 days, plus employees receive an additional 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 for themselves and their household and discounts at high street retailers. Staff can also enjoy a 10% discount in our visitor centre cafes, including retail plus public engagement staff receive logo clothing.

Disability Confident Employer

We are a Disability Confident employer committed to making our recruitment processes & workplace culture inclusive and fair for all. Information can be provided in alternative & accessible formats on request to peopleandculture@suffolkwildlifetrust.org. We offer an interview to disabled applicants who meet the minimum criteria for the role and provide reasonable adjustments where needed during recruitment and in the workplace.



Black Cap

How to Apply

To apply for this opportunity, please submit an application via our website by 9:00am on Tuesday 15 September 2026. The interviews are planned on a rolling basis from 07 September 2026.

If you would like an informal discussion about the role, you can email me on sarah.archer@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.

Sarah Archer

Director of People for Nature

Alex Downing

Head of Philanthropy & Fundraising



Hare



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