



Suffolk
Wildlife Trust

Senior Grants Officer



The Senior Grants Officer Opportunity

This is an exciting opportunity for an experienced and enthusiastic Senior Grants Officer 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 looked after for nature by 2030, helping wildlife recover and thrive while inspiring more people to take action for nature.

Working closely with the Head of Philanthropy & Fundraising, you will provide technical leadership and operational expertise across our trust and grant fundraising. You will play a leading role in developing high-quality funding proposals, strengthening relationships with funders and improving our approach to identifying, securing and managing both restricted and unrestricted income.

You will identify and research funding opportunities, develop and manage a strong pipeline of prospective funders and lead the preparation of compelling applications, cases for support and impact reports. Working collaboratively with colleagues across the Trust, you will help shape fundable projects, provide specialist advice on major applications and ensure we continue to improve the quality of our applications, stewardship and reporting.



Barn Owl

You will build productive relationships with charitable trusts and grant-making organisations, keep abreast of emerging funding priorities and ensure our funding pipeline, applications and reporting commitments are accurately managed. You will also line manage and develop our Grants Officer, sharing your expertise and helping to create a positive, collaborative and high-performing team.

To succeed in this role, you will have experience of trust and grant fundraising with a strong track record of securing and growing income from charitable trusts and grant-making organisations. You will be confident leading complex applications and reporting processes, developing positive relationships with funders and influencing colleagues to develop strong, fundable projects.

You will be an excellent written communicator, able to turn complex projects, evidence and ideas into clear and persuasive proposals. Highly organised and comfortable managing competing priorities and deadlines, you will bring sound professional judgement, attention to detail and a proactive approach to identifying opportunities and improving fundraising practice.

This is a fantastic opportunity to use your fundraising expertise to make a tangible difference for nature, helping Suffolk Wildlife Trust secure the investment needed to deliver ambitious projects, strengthen our impact and create a wilder Suffolk.



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



Lackford Lakes

Suffolk Wildlife Trust's Mission & Vision

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

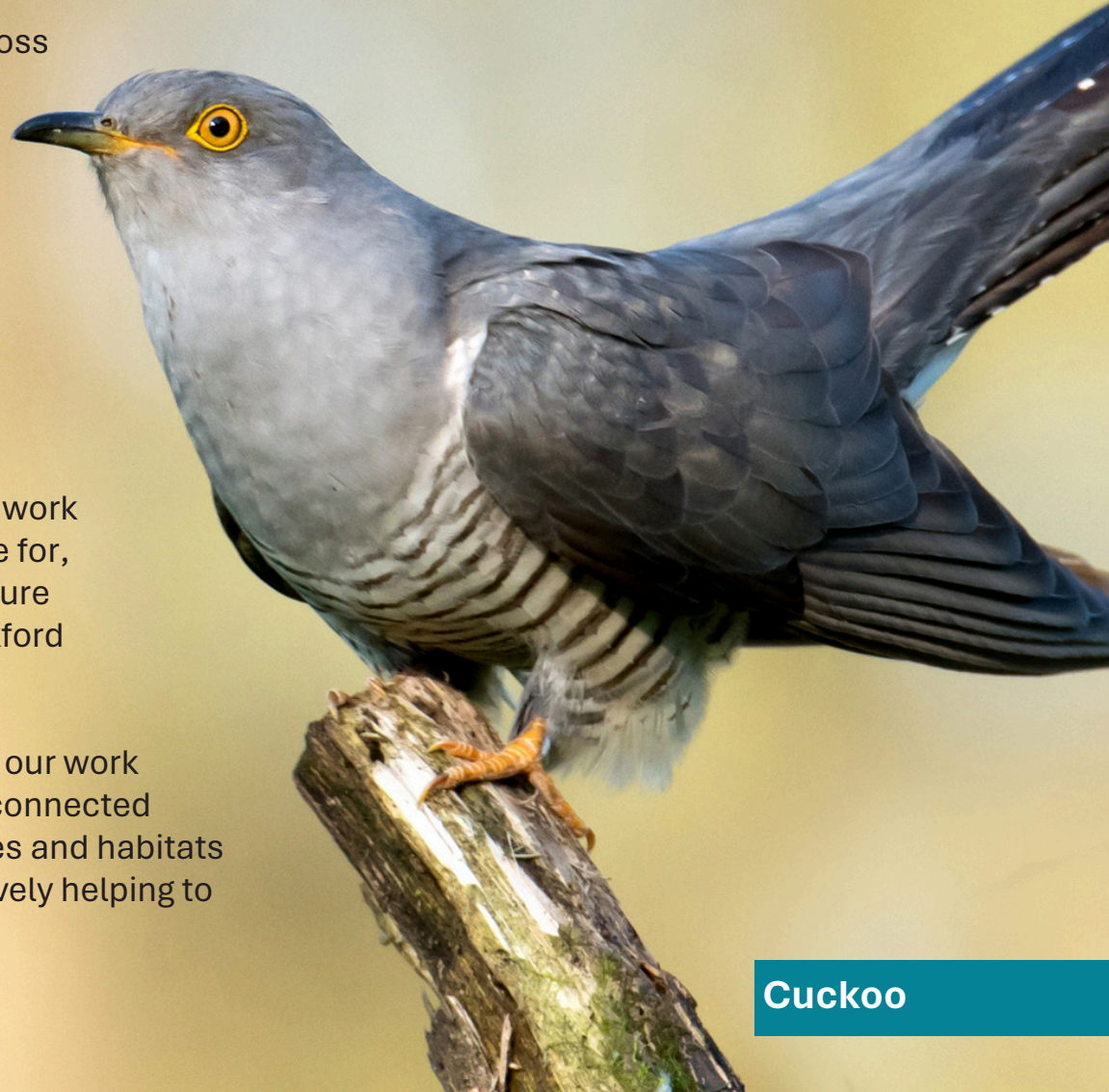
Founded in 1961, we have led conservation efforts across Suffolk for more than 60 years, safeguarding some of the county's most important wildlife areas as nature reserves.

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

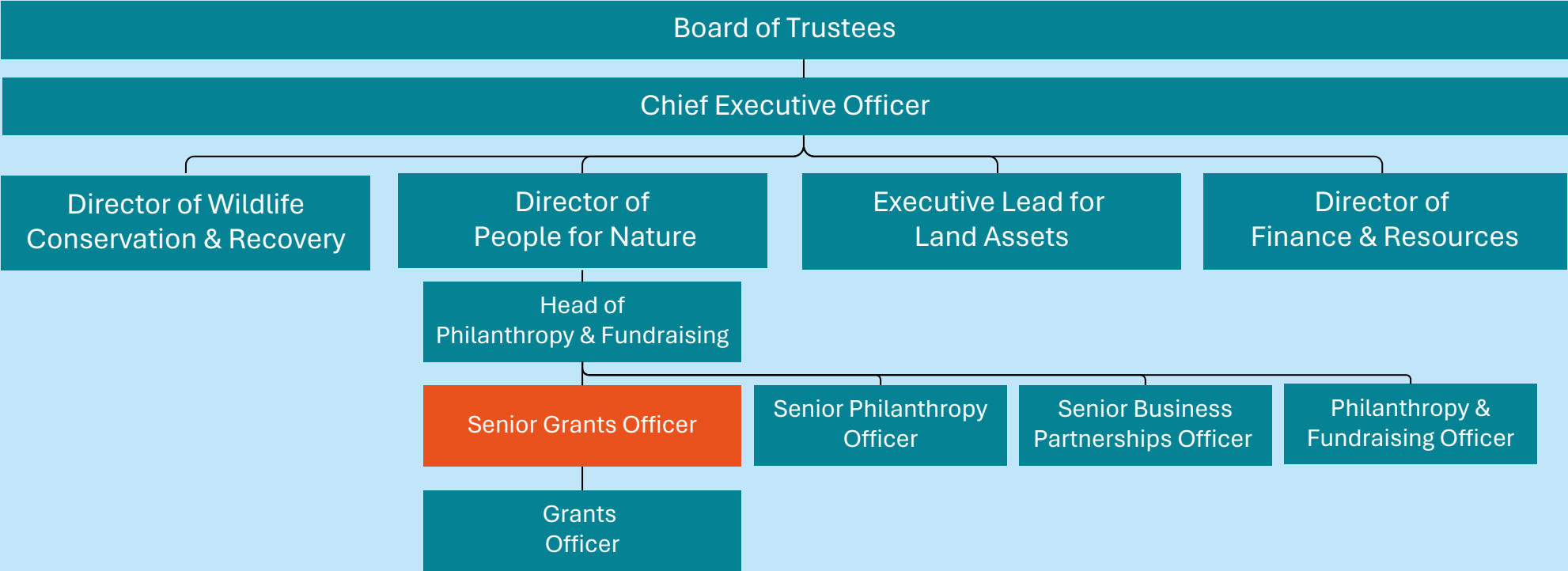
Suffolk Wildlife Trust is an organisation that makes a difference.



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 employ 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.





Suffolk Wildlife Trust



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:

Leaders for Nature: We give our people 'freedom within a framework' to nurture leadership, innovation and creative solutions for nature.

Collaborative: We communicate and collaborate brilliantly to amplify our impact and support each other to be the best we can be.

Trusting: We trust our people to act with integrity and in the charity's best interests. With this trust comes accountability and the expectation of using our resources responsibly.

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. Lead and Grow Restricted and Unrestricted Funding

- Lead the development of restricted and unrestricted income from charitable trusts and grant-making organisations, applying specialist knowledge to identify and pursue the strongest opportunities.
- Work with the Head of Philanthropy & Fundraising to develop and improve the Trust’s approach to trust and grant fundraising, creating a well-managed pipeline that grows new opportunities and strengthens engagement with existing funders.
- Lead the preparation and submission of high-quality, timely proposals, cases for support and impact reports, acting as the principal operational contact for grant-makers and charitable trusts.
- Influence and support colleagues across the Trust to shape fundable projects, improve the quality of applications and assemble clear, accurate and compelling evidence.

2. Develop and Manage the Funder Pipeline

- Lead proactive research and horizon scanning to identify appropriate charitable trusts, emerging funding priorities and new opportunities, using professional judgement to prioritise effort and manage risk.



Hedgehog

- Develop and sustain productive relationships with key grant funders, undertaking proportionate due diligence and representing the Trust confidently in external discussions, briefings and networks.
- Maintain expert knowledge of developments among major funding organisations, including the National Lottery Heritage Fund and landfill operators, and translate relevant changes into practical opportunities for the Trust.
- Develop and improve systems for recording applications, reporting commitments, decisions and deadlines, ensuring the funding pipeline is accurate, visible and actively managed.
- Act as a source of advice across the Trust on major grant applications, influencing project design and helping colleagues understand funder expectations and reporting requirements.

3. Lead Project Development and Improve Grant Management

- Lead, line manage & develop the Grants Officer, creating a positive, collaborative and high-performing workplace culture.
- Provide expert input to the development of projects and compelling cases for support, working closely with the Head of Philanthropy & Fundraising and colleagues across the Trust.
- Develop and test innovative ways to evidence and communicate impact, using learning and funder feedback to improve future applications and reporting.



Worlingham Marshes

Credit: Jack Cripps

Person Specification

- A personal commitment to Suffolk Wildlife Trust's mission to bring nature back.
- Experience of trust and grant fundraising, with a strong track record of securing and growing income from charitable trusts and grant-making organisations.
- Able to lead complex funding applications and reporting processes, applying sound judgement to priorities, opportunities, risk and quality.
- A track record of developing productive, collaborative relationships with funders and influencing colleagues and partners at different levels.
- Experience of developing practice, improving systems and using evidence, insight and feedback to increase fundraising effectiveness.
- Excellent written communication skills, with the ability to translate complex projects and evidence into clear, persuasive proposals and reports.
- Organised and able to manage competing priorities and deadlines while maintaining accuracy, oversight and attention to detail.
- A supportive and approachable colleague who shares expertise, enables others and demonstrates a high degree of personal integrity.
- Excellent digital skills, including confident use of Microsoft 365, Teams, SharePoint, CRM systems and relevant funding research tools.
- Resilience and sound professional judgement when working under pressure and responding to the urgency of the nature and climate crises.
- Forward-thinking, improvement-focused and committed to continued professional development and innovation in fundraising practice.



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 £33,000 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 Monday 02 November. The interviews are planned for Tuesday 10 November 2026.

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

Alex Downing

Head of Philanthropy & Fundraising



Hare



Suffolk
Wildlife Trust

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

Registered charity no. 262777