

ROLE DESCRIPTION & PERSON SPECIFICATION

SENIOR GRANTS OFFICER

BASE OF WORK

Brooke House with regular travel across the county

REPORTING TO

Head of Philanthropy & Fundraising

RESPONSIBLE FOR

Grants Officer

VOLUNTEER MANAGEMENT

Volunteer manager tasks include using Team Kinetic & leading on volunteer recruitment, onboarding, recognition and day-to-day management of volunteers.

ROLE PURPOSE

Suffolk Wildlife Trust is an inspiring & impactful organisation with a compelling vision for our county “A wilder Suffolk, where nature is thriving and abundant, because everyone is united in valuing nature and doing more to help”.

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

As Senior Grants Officer, the post holder will provide technical leadership and operational expertise across trust and grant fundraising. They will lead the development of high-quality funding proposals, strengthen relationships with funders and improve the Trust’s approach to identifying, securing and managing restricted and unrestricted income. Working collaboratively across the organisation, they will influence project development, share expertise and drive continuous improvement in funding practice to support the Trust’s ambitions for nature’s recovery in Suffolk.

MAIN RESPONSIBILITIES

Every staff role has three key areas of focus known as the “Power of 3” to support our mission to bring nature back. Typically, you should expect to spend 80% of your time on these:

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.
- 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 specialist advice across the Trust on major grant applications, influencing project design and helping colleagues understand funder expectations and reporting requirements.
- Lead the coordination and submission of accurate, timely progress and impact reports, working with delivery colleagues to resolve issues and improve the quality of evidence provided to funders.
- Work with the Marketing team to recognise and publicise funders' support appropriately and strengthen the Trust's reputation with funding partners.

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.
- Set and promote high standards for grant records, ensuring the Trust's CRM provides accurate, coordinated and accessible information on funder communications and applications.
- Evaluate and use appropriate databases, intelligence and information sources to improve the identification and assessment of funding prospects.
- Ensure grant income is recorded accurately and promptly, analyse performance and trends, and contribute specialist insight to quarterly and year-end reporting with the Head of Philanthropy & Fundraising.

Ensuring appropriate reporting of all accidents, near misses, and incidents to identify causes and prevent recurrence. Use your skills and experience to contribute holistically to the Trust's vision for a Wilder Suffolk.

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.

ADDITIONAL INFORMATION

- The role may entail some evening and weekend working.
- The role requires an interest in working for a charity that is determined to protect wildlife for the future and for the people of Suffolk.
- The role requires the ability to drive, including a full driving licence and use of a vehicle, though pool vehicles may sometimes be available.

OUR VALUES & WORKPLACE CULTURE

At Suffolk Wildlife Trust, our workplace culture matters. It helps us achieve more for wildlife and shapes how we work together every day. Your job description sets out what you'll do; what matters just as much is how you do it. We are a gutsy organisation - showing courage, determination & spirit - learning from experience and embracing new ideas. We are driven by our shared beliefs, organisational values and passion to achieve more for nature, and by supporting one another, staff & volunteers, to deliver our best.

Everything we do is anchored in our fundamental belief in the natural world: nature has value in its own right, we all share a responsibility for it and society thrives when nature thrives. Our values guide our decisions and how we operate: we show **tenacity** by leading by example and using our voice boldly for nature; we champion **inclusion** by valuing and respecting diverse voices and thinking; and we practise **pragmatism** by focusing on impact & choosing the methods, solutions and partnerships that best support nature's recovery. Our culture brings these beliefs and values to life: we are nature-led, collaborative and trusting; we are reflective and evidence-led & we always work safely and responsibly.

WILD ABOUT INCLUSION

We are committed to being an inclusive organisation where everyone is welcome. As a conservation charity, we recognise the value of diversity both in nature and in our staff & volunteers. Suffolk Wildlife Trust is an organisation where everyone should feel respected, valued & empowered to contribute, so that together we can deliver our vision, mission & strategic goals for a wilder Suffolk.