



Grants Assistant

Grade: 6

Directorate: Marketing & Supporter Development

Location: HQ, Slimbridge

Reporting to: Grants Manager

Main function of the post: To manage a portfolio of small grant funders and support the Grants Team in Supporter Development, in particular making and assisting on applications and delivering claims/reporting.

Supervisory Responsibility: None

Hours worked: 37.5 hours per week

Working pattern: Mon - Fri

Main duties of the post

1. To manage and steward relationships with a portfolio of grant funders, being responsible for cultivation and further developing the giving potential of these funders
2. To lead on developing and writing own applications for unrestricted funding
3. To undertake prospect research to develop the unrestricted funder pipeline and support all grants fundraising
4. To undertake research and compile materials for applications and case for supports led by others in Grants, in liaison with project staff across WWT
5. To support claims and reporting to major funders, compiling timely and accurate materials
6. To process all grants income; to be responsible for reconciling grants income between the WWT database and financial reports and compiling income reports
7. To develop expertise in using the WWT database, maintaining accurate and up-to-date records related to all grant funders and applications
8. To organise and distribute regular communications to update grant funders
9. To organise grant funder visits, planning the format for the day, arranging logistics and writing briefing notes

10. To provide occasional support to the work of other teams within Supporter Development

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: December 2016

Date Amended: April 2018

Person Specification

1. Qualifications

Essential:

- Educated to 'A' level standard or equivalent (including GCSE English Language and Maths at A-C)

Desirable:

- First degree or equivalent

2. Experience

Essential:

- Experience of liaising with a broad range of stakeholders by phone, email and letter
- Experience of working in a busy department and to tight deadlines
- Ability to prioritise own workload and work with limited supervision at times
- Excellent Microsoft office skills, particularly strong excel and word skills

Desirable:

- Experience of working in a fundraising department
- Experience of using databases
- Experience of working to and maintaining budgets

3. Managerial & Supervisory

Essential:

- None

Type of staff	Number managed	Number supervised
Employed Staff	0	0
Volunteers / Casual Workers	0	0
Contractors	0	0

4. Responsibility

Essential:

- Responsible for achieving personal unrestricted fundraising targets
- Responsible for maintaining up-to-date records
- Responsible for timely and accurate income processing, and handling payments of a large value – £1-1.5 million per year
- Responsible for working to deadlines imposed by funders and internally

- Producing high quality applications and reports relevant to the audience in line with house style
- Meticulous attention to detail and a high level of accuracy
- Excellent time management skills and ability to prioritise own workload effectively

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Expenditure (exc. payroll)	£0
Cash Handling	£1-1.5 million
Assets (required for job, exc. buildings)	£1,000
Visitors (per annum)	N/A

5. Creative Ability

Essential:

- Strong written skills, able to write in an engaging style for various audiences with fluency and creativity
- Confident and effective verbal communication skills
- Ability to undertake research to find new prospects
- Problem solving ability

Desirable:

- Ability to write interesting reports and applications

6. Contact

Essential:

- Confident liaising with colleagues across the organisation at all levels, including project staff, Management Board and Council
- Polite and professional manner when dealing with stakeholders at all levels on the phone and at meetings/events

Desirable:

- Experience of working with large teams across different sites.

General Notes

This is a full-time position, which will require work during some evenings and occasionally on weekends, to meet the needs of the post. Travel to other WWT centres, project sites and meetings/conferences will also be required occasionally.