



Grants Assistant

Grade: 6

Directorate: Fundraising, Marketing and Communications

Location: Slimbridge Wetland Centre

Reporting to: Grants Manager

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

Supervisory Responsibility: None

Responsibilities 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 support grants' relationship management for major funders
3. To undertake prospect research to develop the funder pipeline and support all grants fundraising
4. To undertake research and compile materials for applications and case for supports, in liaison with project staff across WWT
5. To support claims and reporting to major funders, compiling timely and accurate materials
6. To lead on developing and writing own applications for unrestricted funding
7. To process all grants income; to be responsible for reconciling grants income between the WWT database and financial reports
8. To develop expertise in using the WWT CRM database, maintaining accurate and up-to-date records related to all grant funders, applications and communications
9. To organise and distribute regular communications to update grant funders
10. To organise grant funder visits, planning the day, arranging logistics and writing briefing notes.
11. To support information needs and compile invitee lists for grant funders for events

12. To work closely with and provide occasional support to the work of other parts of Philanthropy and Fundraising, Marketing and Communications Directorate
13. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.
14. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.
15. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.

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: July 2019

Date Amended: July 2021

Person Specification

1. Qualifications

Essential:

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

Desirable:

- First degree or equivalent

2. Experience

Essential:

- 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 liaising with a broad range of stakeholders by phone, email and letter
- Experience of working in a busy department and to tight deadlines
- Experience of working in a fundraising department
- Experience of using databases
- Experience of working to and maintaining budgets, preferably on excel

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 – £3 million + per year
- Responsible for working to deadlines imposed by funders and internally
- Producing high quality applications, reports and claims 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 | £3 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 tenacious and innovative 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.
 - Networking ability
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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.