



Northumberland
Wildlife Trust

Fundraising Officer

Information Pack

Contact Details:

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Who we are...

Northumberland Wildlife Trust was founded in 1971 to protect wildlife and promote nature conservation within Newcastle, North Tyneside and Northumberland. Today, our voice for wildlife is stronger than ever. We are a non-government funded charity, supported by membership, donations, local businesses and charitable trust grants.

Our vision and strategic objectives

A Wilder Future for our area

We want: Everywhere and everything here Wilder, including people's lives and jobs, with landscapes richer in wildlife and better-connected land, wetlands and seas.

We want: To reach more people, form more partnerships and play a greater part in wilding and greening locally and contribute globally to restoring nature and tackling climate breakdown.

We will create Wilder Places, Wilder People and a Wilder Future, with more, bigger and better joined up areas for wildlife to thrive, more people taking action and connecting to nature and influencing more decisions to secure nature's recovery locally, regionally and nationally.

We will achieve our vision by:

- Defending wildlife and wild places
- Enabling nature's recovery: protecting the best and improving the rest
- Inspiring people and communities to care and enabling them to act
- Influencing organisations to behave in nature's interest
- Growing our resources and partnerships to be more effective and agile

We will deliver our vision through three key strategic objectives

1. Lead nature's recovery
2. Inspire people and organisations to care and mobilise them to act
3. Ensure an agile green culture and sustainable NWT



We work as part of a national movement

There are 46 local Wildlife Trusts across the whole of the UK, the Isle of Man and Alderney, all working for an environment rich in wildlife for everyone.

With 870,000 members, we are the largest UK voluntary organisation dedicated to conserving the full range of the UK's habitats and species, whether they be in the countryside, in cities, or at sea. 135,000 of our members belong to our junior branch, Wildlife Watch.

We manage 2,300 nature reserves covering more than 80,000 hectares; we stand up for wildlife; we inspire people about the natural world and we foster sustainable living.

All 46 Wildlife Trusts are members of the Royal Society of Wildlife Trusts (RSWT) which operates a separate Grants Unit administering major funds on behalf of the Big Lottery Fund and the Landfill Communities Fund.

To find out more...

www.nwt.org.uk

www.wildlifetrusts.org

Equality, Diversity and Inclusion (EDI) and Safeguarding:

Northumberland Wildlife Trust believes that everyone should have the opportunity to experience the joy of wildlife in their daily lives, that's why we're committed to putting equality, diversity and inclusion at the heart of our movement.

For more information, please see Our commitment to Equality, Diversity & Inclusion (EDI) | The Wildlife Trusts

For more information about our safeguarding commitment, please see [Safeguarding Commitment Statement](#)



Fundraising Officer

We are looking to appoint an experienced fundraiser to generate income from grants/trusts, donors and corporate partnerships. You will be an excellent bid writer, be able to manage funders, and improve monitoring/evaluation. You will also be a strong communicator with the ability to speak to donors and stakeholders as well as having strong administrative and record keeping skills. It's a great time to join this rapidly expanding wildlife charity, which is tackling the key issues of our time, biodiversity loss and climate change.

The role is an 18-month contract with the option to extend subject to funding.

Information for applicants

To apply for the position of Fundraising Officer, please complete the corresponding Application Form in full, and return it to me (contact details on the front of this pack) by the specified deadline.

Please note, CVs and/or covering letters will not be accepted.

If you require further information regarding any aspect of the application process, please do not hesitate to get in touch.

Thank you for your interest in Northumberland Wildlife Trust.

Job specification

Post title

Fundraising Officer

Location

The post is a hybrid position and will be based at our Gosforth Offices in Newcastle upon Tyne, with home-working.

Responsible to

Responsible to Fundraising Manager

Internal relationships

- NWT staff
- Trustees
- Volunteers



External relationships

- Grant funders
- Corporate sponsors
- NWT members, supporters, donors and other stakeholders.
- Local community

Job role

- Income generation, primarily from appeals and bid writing for grants/trusts/contracts.
- Grant funder research, monitoring and evaluation.
- Supporting other NWT staff in grant applications.
- Corporate relationship development, alongside the Marketing Officer.
- Developing donor journeys and recording communications.
- Exploring new income generation ideas.
- Supporting other NWT staff in grant applications.

Main responsibilities

- Write compelling applications for small grants (under £20,000) and support managers/officers in preparing major bids.
- Proactively identify grant-funding bodies/organisations/corporates whose aims and objectives are aligned with our strategic priorities and the fulfilment of the organisation's needs.
- Support the management of relationships with all grant funders.
- Undertake research to find relevant evidence of need in reports, documents and statistics.
- Maintain, update and improve central resources used for fundraising such as costing tools, essential information, current/past bids, wish lists, training notes.
- Offer guidance and help arrange training for all staff involved in bid writing.
- Assist with submitting project evaluations and claims as required.
- Help to develop KPIs and appropriate monitoring and evaluative tools to report on impacts and outcomes.
- Work with the comms team to better identify donor journeys and test messaging.
- Support the organisation and delivery of fundraising events, including the Great North Run.

Other responsibilities

- Assist other teams with income generation
- Undertake any other tasks that the Trust may reasonably require.

Salary band

Scale C per annum – currently full time beginning C1 £26,195



Contribution to personal pension

A further 5% is payable into the Trust's Stakeholder Pension scheme after three months, conditional on the employee contributing at least 5% of salary.

Holidays

22 days basic (pro rata), plus the period between Christmas and New Year and all English bank holidays (pro rata). Where these are worked, time off in lieu is given. After three years' service, an additional day's leave will be awarded for each year worked, up to a maximum of 5 (pro rata)

Hours

The post is full time, based on a 35-hour week. The trust operates a flexitime system. Working hours are normally Monday to Friday but some evening and weekend work will be required

Car & travel

A full UK driving licence is preferred. NWT has a fleet of vehicles that can be used when delivering this role. There is good public transport within the urban areas of Newcastle and North Tyneside along with a network of cycle ways, and we encourage staff to use these where appropriate to help lower the carbon footprint of the organisation.

Contract, probation & notice

18-month contract There is a probationary period of 6 months. A minimum of 4 weeks' notice is required from either party.

Person specification

Knowledge, skills & attributes

Essential

- Strong literacy and numeracy skills
- Excellent financial awareness and understanding of cost and overhead recovery, budgeting and monitoring spend
- Knowledge of key grant funders.
- Experience of report and bid writing
- Confident communicator
- Eye for detail, especially for proof reading
- Ability to work well under pressure, achieving deadlines and targets
- Experience of developing and managing systems and processes
- Able to manage multiple priorities.

Desirable

- Understanding of project management



- Understanding of IT/social media
- An appreciation of and enthusiasm for the work of The Wildlife Trusts
- Awareness of sustainability issues and biodiversity loss

Skills & experience

Essential

- A proven track record in bid writing.
- Experience of working with financial management and IT systems

Desirable

- Worked in a charitable organisation
- Experience of using funder search tools, such as grantfinder
- Experience of using CRM systems

Qualifications

Essential

Desirable

- Fundraising qualification
- Full UK driving licence
- Appropriate qualification or equivalent vocational qualification

Personality

Essential

- Personable, friendly, good at developing relationships
- Able to work well as part of a team and on own initiative
- High level of self-motivation and self-discipline
- Good at supporting others.

