



**Hampshire &
Isle of Wight**
Wildlife Trust

Recruitment Pack Senior Grants Officer

Red squirrel © Dr David Williams

hiwwt.org.uk

For a wilder Hampshire & Isle of Wight

Welcome

Thank you for showing an interest in working at Hampshire & Isle of Wight Wildlife Trust. This job information pack will give you a flavour of our amazing charity and the vital work we do for wildlife and people across our two counties.

We are all passionate about nature and love what we do! So what do we offer to our employees?

Well most importantly you get to work in one of the most magnificent parts of the UK. Here in Hampshire we have globally important wetlands around the coastline of the Solent and medieval heathland landscapes in the New Forest. Our thriving cities and suburbs are surrounded by exceptional places for wildlife including gin-clear chalk rivers, flower-rich grasslands and ancient woodlands. And our jewel in the crown is the Isle of Wight where you can walk all day across downland turf and along spectacular cliffs. That's our working environment and you could share it with us!

We offer an extraordinary place to work – our team are a passionate, friendly and dedicated bunch of true advocates for the natural world. We are an ambitious lot, and our exciting vision for the future drives us all forward, creating a buzzing energetic vibe in the office and beyond.

As you read through this pack, and perhaps explore our website too, I hope you will be inspired by all that the Trust has to offer and will be excited by the opportunity to show us what you can bring to our team. We look forward to meeting you!



Debbie Tann
Chief Executive





**Hampshire &
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Wildlife Trust

About us

- We are part of The Wildlife Trusts – a federation of 46 local independent charities working across the UK to create a wilder future. Nationally we have 900,000 members and a turnover of £200m.
- HIWWT was formed in 1960. Over 60+ years we have grown to become one of the largest and most successful nature conservation charities in the region.
- Today we employ 130 staff. We're supported by nearly 28,000 members and 1,200 volunteers.
- Our annual turnover is around £9 million.
- We look after more than 60 wonderful nature reserves and other land for wildlife, totalling 5,000 hectares.
- We have two farms supporting our 230 cattle and 280 sheep that graze our nature reserves, and we run three education centres.
- Over 400,000 people visit our reserves and centres and around 40,000 people take part in activities with us each year.
- Our consultancy Arcadian provides ecological expertise as part of our nature-based solutions work.
- At the end of 2019 we launched a new, exciting and ambitious strategy – Wilder 2030 – which set out our plans for the decade 2020-2030 as we respond to the climate and ecological crises. Our work has never been more important.





Our wonderful
nature reserves



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Our area

Hampshire is one of the most biodiverse counties in England. From the coastal marshes of the Solent, to globally rare chalk streams such as the rivers Test and Itchen, the chalk downlands of the South Downs and the heathlands and ancient woodlands of the New Forest – this is a special place.

The Isle of Wight, at only 23 miles wide, is a microcosm of south-east England with exceptional biodiversity. The chalk grasslands, maritime cliffs and slopes, and the estuaries are important on a national and international scale. The mild climate provide a foothold for rare species such as the Glanville fritillary and its Island situation and relative isolation helps species like red squirrels, dormice, bats and water voles, that are rare elsewhere, to thrive.

Dolphins, cuttlefish and seahorses can all be found in the seas off the Hampshire and Isle of Wight coast. The Solent is one of the busiest seaways in the world, yet still supports marine habitats and species of national and international importance. Our rich and productive shores and mudflats support thousands of migratory and breeding birds and our seagrass beds provide food, shelter and nursery grounds for sea bass and spider crabs.

Although our conservation work has protected many incredible wildlife gems and restored habitats more widely, it still covers only a small percentage of the landscape. Economic development, intensive land use, pollution and climate change are all threatening nature across both counties. Organic waste and excess nitrates from fertilisers overwhelm natural systems and drive down biodiversity. Our seas remain under tremendous pressure from over-exploitation, disturbance and pollution. And, as with life on land, our seas and coast are at critical threat from the effects of global warming and sea level rise.



Our strategy: Wilder 2030


Our ten-year vision and strategy Wilder 2030 was launched at the end of 2019. It is our response to the nature emergency. The twin threats of climate breakdown and ecological collapse are the most important issues of our time, and the Trust has a vital role to play in making a substantial local contribution to tackling this global challenge.

Our work over the past 60 years has protected some of the most important places for nature. But now we must step up a gear. As well as protecting the fragments of wildlife rich habitat that we have left, we need to start restoring ecosystems at scale. Wilder 2030 sets out our ambitious strategy to **put nature into recovery**.

The decade 2020-30 is critical and must be a turning point. We must get many **more people on nature's side** and create much **more space for wildlife to thrive**. The science suggests that we need 1 in 4 people to take action for nature, and that we need at least 30% of our land and sea to be made much wilder. The pressures on nature must also be reduced everywhere else, so that the wider environment is less hostile for wildlife, and resources are used more sustainably.

We know that investing in **nature-based solutions** makes economic sense and that nature's recovery can help tackle the climate crisis. We know that missing species must be returned to heal broken ecosystems. We know that nature's recovery is essential for people's health and wellbeing and for a better society. As the leading local champion for wildlife in our two counties, the Trust can deliver all this and more, either directly or through partnerships, or by inspiring action in others.

Our strategy positions the Trust as both a campaigner for and deliverer of our mission. Through our two flagship programmes – **Team Wilder** and **Wilder Land & Sea** – we will restore and rewild the landscape and build a movement for change to tip the balance in favour of nature's recovery.



**More people on
nature's side:
Team Wilder**

**More space for
wildlife to thrive:
Wilder Land & Sea**



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Our three headline goals

1

Nature in recovery '30 by 30'

Nature is in recovery with abundant, diverse wildlife and natural processes creating wilder land and seascapes where people and nature thrive.

Wilder Land & Sea

2

1 in 4 people taking action

A growing movement of people are taking meaningful action for nature and climate, resulting in better decision making for the environment and a society where nature matters.

Team Wilder

3

Nature as a solution

Nature is playing a central and valued role in helping to address local and global problems, like climate change, pollution, flooding, food security and public health.

Wilder Land & Sea



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Wilder Land & Sea

- Our **Wilder Land and Sea** programme is all about making more space for wildlife by creating a network for nature – spaces where wildlife can thrive, from our own estate to large rewilding projects to small urban gardens and everything in between. Our strategic goal is to achieve 30% of land and sea for nature's recovery.
- For decades the core of our work has been our nature reserves, and these continue to be at the heart of the nature recovery network that we need. Our work is also focused on expanding and connecting these sites to create a larger functioning network for nature that helps wildlife to recover from past declines. One of our targets is to acquire at least 1,000 hectares of new land for nature by 2030.
- Working with farmers and landowners, partner organisations and businesses, we provide advice and professional services, as well as delivery of partnership projects. Through this we aim to support another 5,000 hectares of land to come forward for nature recovery.
- Our missing species programme aims to improve ecological functioning, bringing more diversity and abundance to depleted lands. We are excited to be spearheading rewilding projects and the return of the beaver to the Isle of Wight.
- **Nature-based solutions** are another key delivery mechanism for our mission, as we recognise that investing in the carbon sequestration potential of marine and terrestrial habitats will have a huge role to play in a greener economy. Reducing pollution is another function that natural solutions can deliver, and we are pioneering new approaches such as nitrate credits and biodiversity net gain to ensure that new developments deliver benefits for wildlife.
- Alongside delivery, our advocacy and engagement programme works to challenge, inspire and support others to contribute towards our 30% goal, helping wildlife everywhere. We also campaign for better legislation and policy to create the drivers and incentives for the change we want to see.





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Team Wilder

- Education and engagement is core to our charitable purpose, and we have provided high quality opportunities for children and adults to learn about nature for many decades. In our strategy, we set out how our engagement work needs to broaden as we step up in response to the nature crisis. We know that there has been a huge surge in interest in the natural world, and concern about the climate emergency and ecological crisis is growing.
- To succeed in our mission we need many people on nature's side – both supporting the Trust and taking action themselves. We are doing more to connect people with nature and encourage 1 in 4 people to take action for wildlife as well as changing their behaviours to reduce their pressure on the environment.
- Alongside embedding the five pathways to nature connection into our educational experiences and visitor engagement on reserves, we're also building programmes which draw on principles from the psychology of behaviour change, community empowerment, and movement building.
- There's a role in **Team Wilder** to suit everyone, whether they're members and supporters, children and young people, individuals, farmers, business leaders, politicians, partners, visitors or the wider public.
- We provide opportunities and support for people wanting to step forward, whether to champion Team Wilder or to lead, create or campaign for change in their own community.
- We provide toolkits and training, tailored programmes for schools, and engaging campaigns and events to connect people with their local wildlife.
- The programme is underpinned by continuous evaluation and design with our audiences that builds a programme that's right for all – and helps grow our membership to build more support for the Trust and for nature.





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About the role and what we are looking for

Red squirrel © Dr David Williams

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For a wilder Hampshire & Isle of Wight



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Job Outline

Senior Grants Officer

The Senior Grants Officer will lead on growing both restricted and unrestricted funds through applications to charitable and grant-making trusts. The successful candidate will be responsible for identifying new opportunities and engaging with new and existing funders by composing high-quality and timely written proposals and impact reports.

This is a new role and perfect for someone looking to use their skills to make their mark with an ambitious local charity.

The post holder will be part of a friendly and supportive team, focused on generating income for the Trust's vital work. They will also have the chance to work with colleagues right across the Trust to identify projects and activities and collate the information needed to submit applications for funding.

Nature needs more people on its side, and we hope you will join us and become an integral part of Team Wilder!



Salary: £34,000



Responsible for: This role has no direct line management responsibilities



Reporting to: Philanthropy Manager



Term: Permanent



Hours: 35 hours per week



Base Location: Beechcroft House and Hybrid

Key responsibilities

Manage and coordinate applications to charitable trusts

- Work with Philanthropy Manager and Executive Team to identify relevant projects and activities which require funding.
- Carry out proactive research to identify appropriate charitable trusts and manage a pipeline of potential funders.
- Actively research new funding opportunities and build relationships with key grant funders, carrying out due diligence as appropriate.
- Build and maintain records of applications and deadlines for submissions, reports etc. as well as a calendar of opportunities and deadlines.
- Provide a good working knowledge across the Trust for all grant applications to major funders.
- Liaise with delivery staff and funders to develop, write and submit high-quality applications.
- Work with delivery staff to ensure reporting requirements are understood and met.

Project development and proposal writing

- Work closely with the Director of Marketing & Fundraising and wider fundraising team to develop effective and compelling cases for support.
- Support fundraising team, and colleagues from across the Trust to develop funding proposals, ensuring the team always have compelling materials and messages, to engage high value prospects and donors.
- Develop innovative and inspiring ways to demonstrate impact for funders.

Support in delivery of the wider fundraising strategy

- Support Director of Marketing & Fundraising to develop and promote effective fundraising appeals.
- Work with the Fundraising Team to plan and deliver cultivation and stewardship activities (including communications, events and site visits) for key prospects, donors and supporters.

Fundraising administration

- Develop and maintain accurate records on the Trust's CRM for all communications and to allow coordination of all funding applications.
- Ensure income is banked and recorded in a timely and accurate manner and assist Philanthropy Manager and Director of Marketing & Fundraising in compiling reports.

General

- Work in line with the Fundraising Regulator's code of practice to ensure that all fundraising activities are legal, open, honest and respectful.
- Participate fully in team/department and staff meetings, maintain effective communication with other staff across the Trust and embody a positive culture of sharing and learning.
- Undertake additional duties commensurate with the post as may be reasonably requested from time to time.



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Scope of role

- Reporting to the Philanthropy Manager, there are currently no direct reports to this role.
- Working across all areas of the Trust as well as with external contacts, this role requires excellent levels of both written and verbal communication.
- The post holder will require a full driving license and be happy to undertake some travel across the two counties.

Budgeting and Reporting

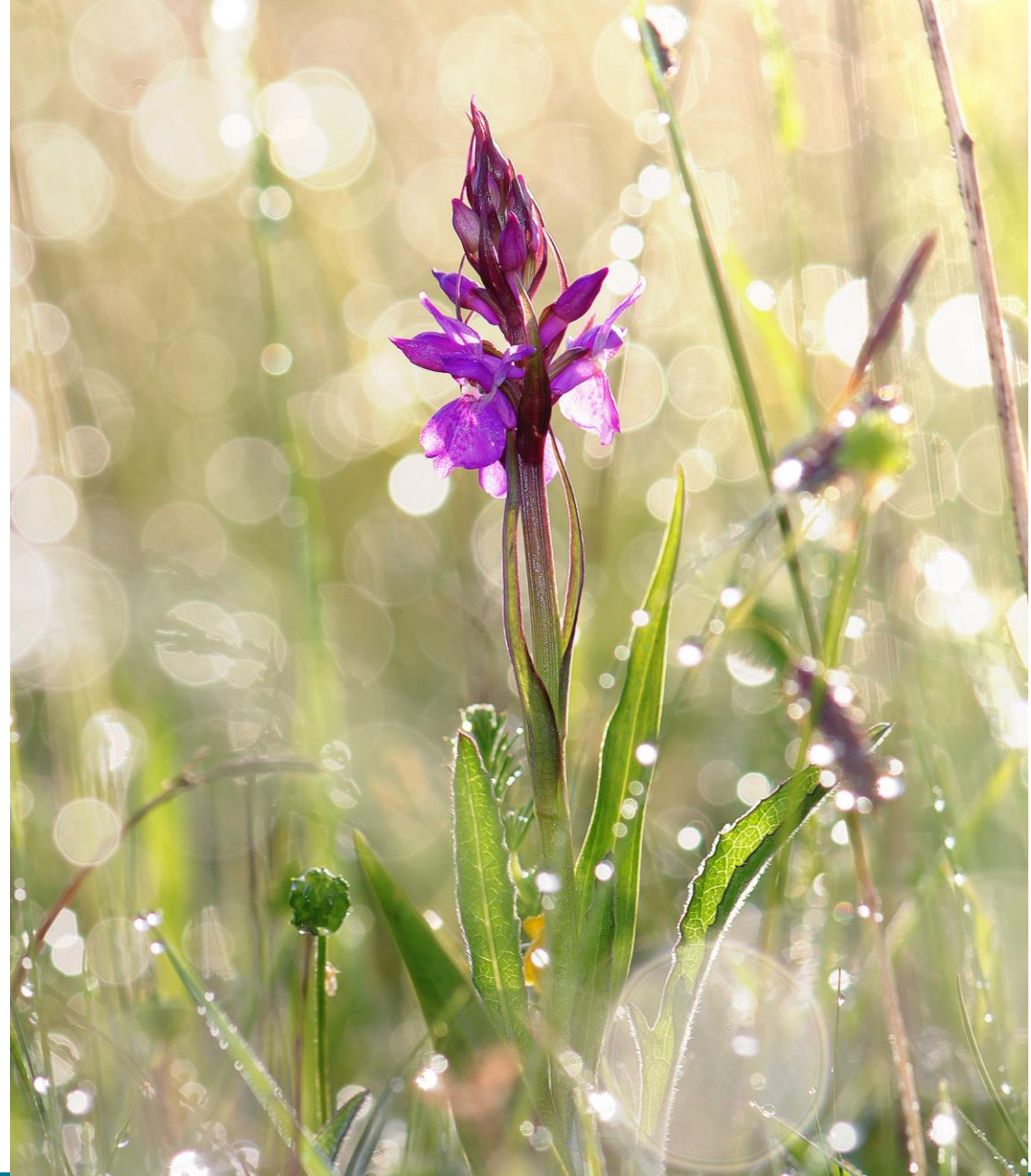
- Work with Philanthropy Manager to set OKRs for each area of responsibility, monitoring and reporting on these monthly.
- Assist the Director of Marketing & Fundraising and Philanthropy Manager to set and monitor the annual fundraising budget and ensure all spend is within budget and that maximum return on investment is achieved.

Travel and out of hours work

- There may be a requirement to occasionally work out of hours and weekends, with some associated travel.

General

- Abide by Trust procedures and policies, in particular Health & Safety and Equal Opportunities, Safeguarding & Child Protection and GDPR.
- Follow finance policies, processes, and procedures.
- Promote the Trust wherever possible, in particular recruiting new members and supporters and acting as an ambassador for our vision, values and aims.



Person specification

EXPERIENCE

Essential:

- Strong experience and track record of income growth from charitable trusts and grant-making organisations.
- Experience of developing and managing various stakeholder relationships internally and externally.
- Experience of translating complex information into inspiring written narratives and compelling cases for support through fundraising proposals.
- Experience of reading and interpreting financial accounts and budgets.
- Experience writing impactful reports to demonstrate the value of funding received.
- Experience of proactively gathering information from colleagues to be translated into funding projects.

Desirable:

- Experience working in other areas of fundraising, for example legacies, major donors or corporates.
- Experience of event planning and organisation.

KNOWLEDGE

Essential:

- Proficient IT skills and experience working with shared document management systems (i.e. Office 365, SharePoint and One Drive), Microsoft Outlook, PowerPoint, Word and Excel
- Knowledge of managing and developing fundraising programmes and partnerships, particularly fundraising from trusts and foundations.
- Good knowledge of funding regimes, especially from National Lottery and Charitable Trusts
- Good understanding of principles and practice of Fundraising Regulator's code of practice and good knowledge of data protection laws.

Desirable:

- Knowledge of funding regimes specific to environmental sector, for example landfill grants etc.
- Experience working with a database or CRM system.

QUALIFICATIONS AND SKILLS

Essential:

- Copywriting skills
- Ability to organise own workload and work largely under your own initiative, as well as part of a team.
- Ability to work proactively with partners both within the organisation and externally.
- Excellent communication and interpersonal skills.
- Must have the means to travel independently between sites for meetings and events.
- Confidence in understanding and presenting figures, management information and data in a way that supports fundraising.

- Right to work in the UK

Desirable:

- Preparing quantitative and qualitative reports against department OKRs

PERSONAL QUALITIES

Essential:

- Highly motivated and enthusiastic about raising funds.
- Strong work ethic and supportive team member.
- Can work well to tight deadlines.
- Diligent with meticulous attention to detail.

Desirable:

- Personal interest in nature, wildlife and the environment.
- Creative thinker with sound analytical skills.



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How to apply

Please visit
<https://www.hiwwt.org.uk/jobs>, click
on the vacancy you wish to apply for
and then click 'apply'

In the 'supporting information'
section you'll need to demonstrate,
with detailed examples, how you
meet the job requirements.

We shortlist candidates against
the job requirements and person
specification.

Only those successfully
shortlisted for interview will be
contacted.

If you don't hear from us then
assume you have not been
shortlisted.

Our interview process normally
consists of formal questions, a
presentation or task, and a chance
for an informal chat.

We sometimes invite people back
for second interviews.

If you require any reasonable
adjustments, please let us know.



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What we offer and more about us



What we offer

Pay

Whether you are Reserves Officer shaping habitats for wildlife or a Finance Officer crunching the numbers, you are vital to the achievement of our vision for a wilder future. We want to make sure that you stay with us and feel valued, recognised and rewarded. So we benchmark our salaries against similar organisations to make sure we offer a competitive salary for all. We are also a living wage employer.

Pension

Securing your future is as important to us as securing the future for wildlife. All our employees are auto-enrolled into our pension scheme. Those on permanent contracts, or fixed term contracts for over 2 years, receive 6% contribution from the Trust with an employee contribution of 2%. Those on temporary or shorter termed contracts are auto-enrolled onto our NEST pension scheme, receiving a 3% contribution from the Trust and paying 5% themselves.

Holidays

Whether you want to hibernate or travel south for the winter, you will receive a generous 25 days holiday plus 8 bank holidays each year (pro-rated for part time staff). Your holiday entitlement will increase with your length of service to a maximum of 30 days per year.

Flexible Working

As we work to tip the balance in favour of nature, we are keen to ensure that our employees have a healthy work life balance too. We are always ready to talk to staff about ways we may be able to support this. We have a number of staff who work part time, from home or with flexible working patterns.

Health and Wellbeing

Like nature, should you need support to recover, we offer enhanced sick pay above your statutory entitlement. All employees have 24-hour access to our Employee Assistance Programme. This is a confidential portal which offers expert advice and guidance, including counselling, that covers a wide range of issues that could be affecting your home or work life, health and general wellbeing.

Life Assurance

Although we hope that it won't be needed, we offer a generous life assurance scheme - 3 x basic salary - upon successful completion of your probationary period.

Learning and development

We ensure that wildlife has a habitat to thrive in and we do the same for our staff. We commit to ensuring that our employees have the skills, knowledge and experience they need in order to excel at their role. We recognise talent and actively support professional training and career development.

Team building and social activities

Although we like to work hard, we also like to have fun. We encourage and organise a range of activities to give staff plenty of opportunities to build good relationships across and within teams. Through regular staff meetings and get-togethers, fundraising events, quizzes, social nights and trips out to see wildlife on our reserves, it's important to love where you work and so we encourage everyone to take part and feel part of the amazing family that is the Trust!



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Our people

Our people are a passionate and talented bunch with an array of brag-worthy accolades and achievements. For example:

Our Ecology team are nationally renowned for their expertise in various species including Dr Ben Rushbrook, Principal Ecologist, who is an expert on chalk stream biodiversity, especially the native crayfish and southern damselfly.

Dawn Preston, Education Officer, is one of only 14 people in the UK who is endorsed and accredited by the FSA as a Forest School Trainer.

Martin De Retuerto, Director of Nature Recovery, Hampshire, and his team won the much-coveted Orvis Conservation Awards for the transformative river restoration work completed at Winnall Moors.

Our New Forest Non-Native Plants Project, delivered by Catherine Chatters and Jo Gore for the past decade, has been recognised by Government as one of the most successful projects of its type and is a real exemplar both nationally and internationally.

Our Senior Marine Specialist, Dr Tim Ferrero is a leading expert on marine ecology with more than 65 published papers to his name in peer reviewed scientific journals.

Our Solent Reserves Assistant Ben Pickup ran the London Marathon in aid of the Trust in 2022, raising funds and awareness and achieving a great time too – that's dedication!

And that's just a few of the brilliant professionals who make the achievement of our mission possible and the Trust such a great place to work.





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Equality, diversity and inclusion

Our vision

The Wildlife Trusts believe that everyone should have the opportunity to experience the joy of wildlife in their daily lives, and we are committed to putting equality, diversity and inclusion at the heart of our organisation and our growing movement for nature.

Our vision of a wilder future for all goes hand in hand with the creation of an inclusive and diverse organisation that reflects the communities that we serve. The differences of thought, skills, ideas and experience brought by a diverse team of staff and volunteers is invaluable in tackling the future challenges faced by nature and wildlife.

However, we recognise that our workforce needs to better reflect the communities in which we live and work, and we are currently not doing as well as we would like to attract diversity within our workforce. Nature conservation is currently one of the least diverse professions in the UK and we must do far better to encourage and inspire people of all backgrounds to join our team.

Where we are now

Today our gender and age diversity is good within the Trust and we have a healthy inflow of young people coming into the organisation. Women are well represented and we have a good spread of different ages within the staff. Based on our gender pay gap calculations, on average (median) men and women are paid equally at the Trust and our mean calculations report that on

average women get paid slightly more than men.

We do, however, recognise that there is much work to be done on improving representation in other areas, particularly with regards to disability and ethnic and racial diversity across our volunteer base, staff body and board of trustees. We are not as diverse as we want to be, or that nature needs us to be.

We have successfully delivered paid traineeships and apprenticeships over a number of years, as a means to access employment in the sector. We are now working on a equality, diversity and inclusion strategy to take a more proactive approach to the issue.

Our commitments

We are committed to ensuring we reflect and represent all parts of society by improving access to jobs and training opportunities for groups currently under represented in our sector.

We are committed to ensuring a working environment in which all individuals are free from discrimination and in which opportunities are equal to all.

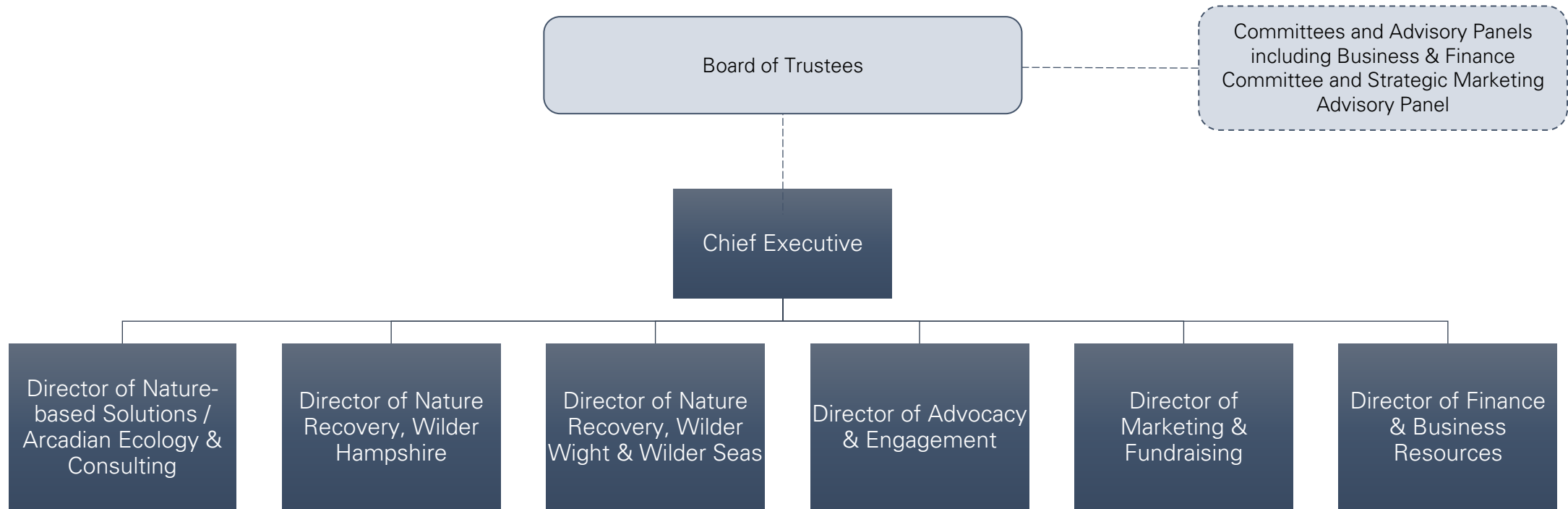
We encourage applications from all sections of the community, particularly those underrepresented within our sector, including people from black, Asian, minority Ethnic backgrounds and people with disabilities.

We are committed to creating a movement that recognises and truly values individual differences and identities.



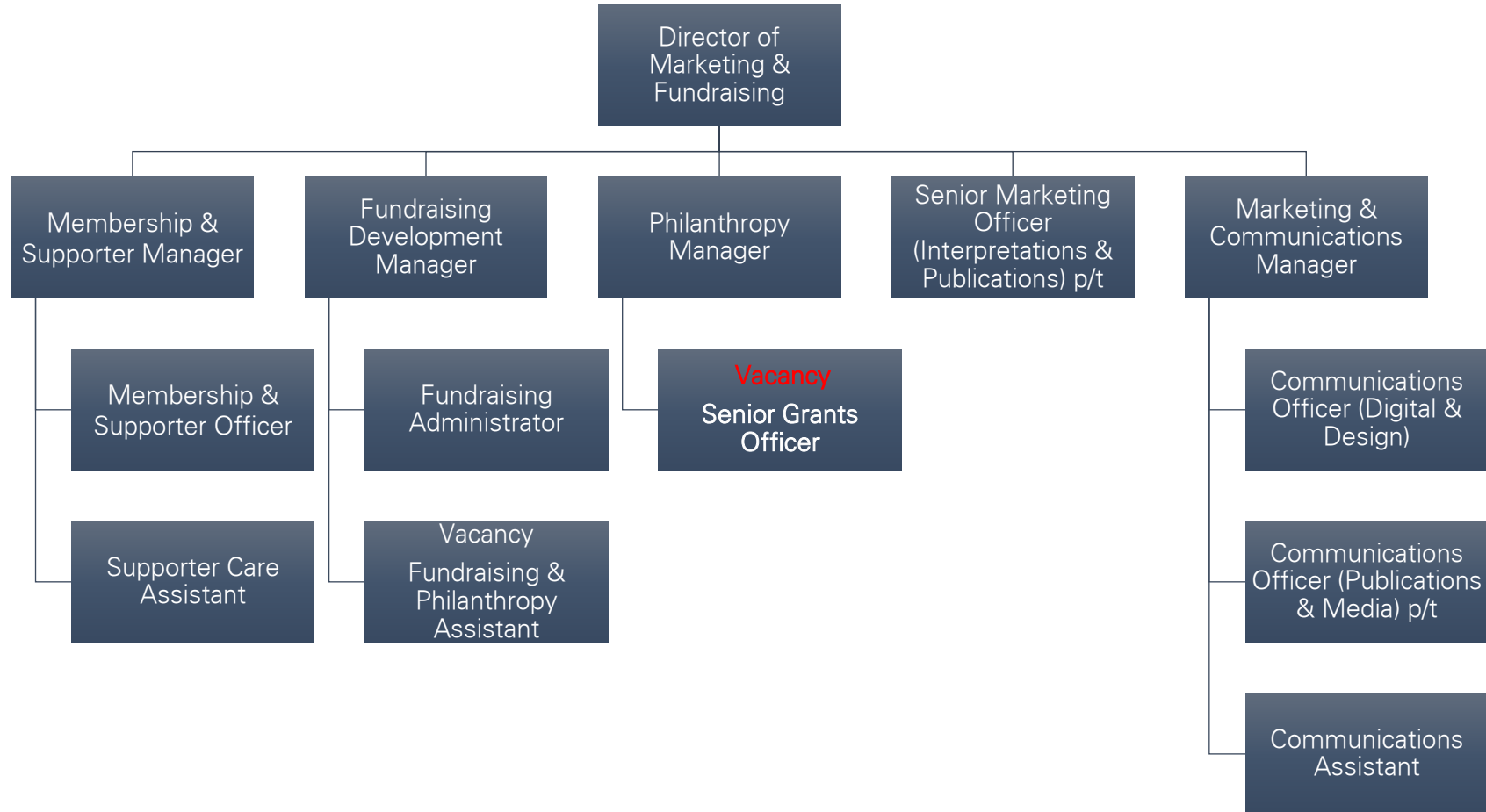
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Organisational structure – Governance and Executive





Organisational structure – Department



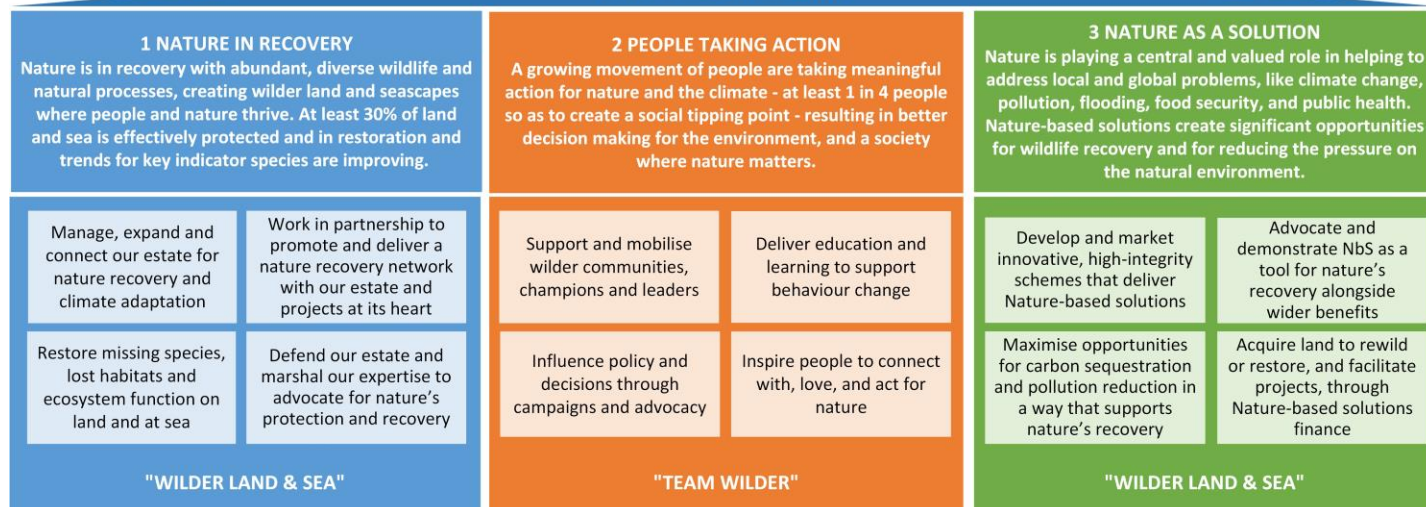
Strategy map – our goals in more detail

HIGH LEVEL GOALS & OBJECTIVES:

SUPPORTING GOALS & OBJECTIVES:

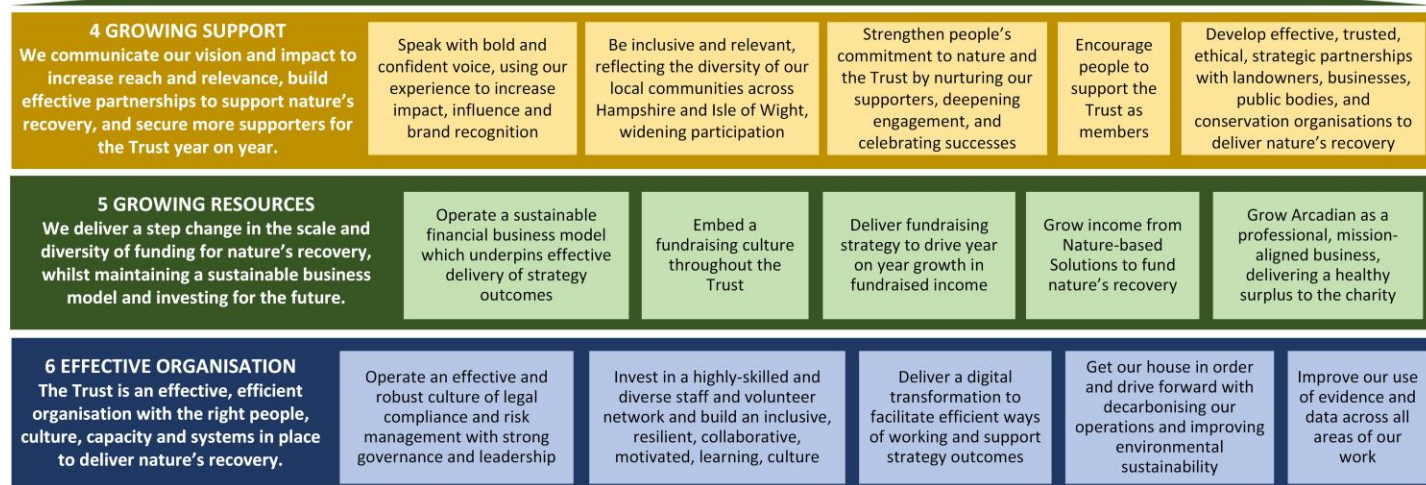
OUR VISION is for a Wilder Hampshire and Isle of Wight by 2030 - where nature is recovering, wildlife is returning, damaged ecosystems are being restored, and everyone benefits from a healthier, more resilient, natural environment.

STRATEGIC GOALS & OBJECTIVES



OUR MISSION is to get more people on nature's side and create more space for wildlife to thrive

SUPPORTING GOALS & OBJECTIVES





Charity information

Structure

Hampshire and Isle of Wight Wildlife Trust is a registered charity (No. 201081) and a company limited by guarantee in England and Wales (No. 676313). VAT registration number 238466579.

The charity was founded and incorporated as a company limited by guarantee on 28 November 1960, as Hampshire and Isle of Wight Naturalists' Trust Limited. On 4 June 1991 the charity changed its name to Hampshire and Isle of Wight Wildlife Trust Limited, later simplifying it to Hampshire and Isle of Wight Wildlife Trust on 19 December 2006.

The charity has two subsidiary trading companies. Their work is overseen by a board of Directors which is accountable to Council. Day-to-day management of the Trust's two subsidiary companies is delegated to the Chief Executive.

- Arcadian Ecology and Consulting Limited Established in 2016; Company No. 10033962. The consultancy delivers a range of chargeable services including ecological surveys and the provision of land management advice. As a subsidiary of the Trust, Arcadian abides by the Trust's policies and procedures and staff are subject to the same terms and conditions of employment.
- HIWWT Trading Limited Established in 2013; Company No. 08478757. Currently dormant, the company provides the Trust with a vehicle for the potential development of trading activities in the future, such as retail sales.

Hampshire and Isle of Wight Wildlife Trust is a member of the Royal Society of Wildlife Trusts (registered charity number 207238) along with 45 other Wildlife Trust members throughout the UK which are collectively known as The Wildlife Trusts.

Charitable Purposes

Hampshire and Isle of Wight Wildlife Trust has two main charitable purposes in accordance with the Charities Act 2011 and as set out in our Articles of Association:

1. For the benefit of the public, to advance, promote and further the conservation, maintenance and protection of the environment.
2. To advance the education of the public in the principles and practice of sustainable development and biodiversity conservation.

In support of these purposes, the Trust promotes research in all branches of nature study and the publishing of the useful results thereof.

Public Benefit

Section 17 of the Charities Act 2011 sets out the requirement for all charities to deliver public benefit. The Trust's public benefit is enshrined in its charitable objectives and activities, providing multiple benefits for the public which are wide-ranging and long-lasting.

Our nature reserves are used extensively by the public for quiet recreation; many have access on clearly marked paths along with information and interpretation for visitors. The land we manage provides a range of other public benefits such as flood risk management, carbon storage, pollination, pollution control and aesthetic beauty. Government and businesses are now recognising the essential role that nature plays in supporting the economy, not least through the provision of these public goods and services.

Through providing advice and assistance to farmers and landowners, the Trust helps to support the rural economy and wider landscapes valued by the public. We deliver an extensive education and engagement programme, inspiring thousands of people of all ages. from schools, colleges, adult groups and the wider public, to enjoy contact with the natural world and benefit from its positive effect on health and wellbeing.

Evidence and advice provided by the Trust to local government, private companies, landowners and communities helps to ensure that decisions on policies relating to land management, development, and public health take full account of the public benefit of wildlife and a healthy environment.

CREATING A



HAMPSHIRE AND ISLE OF WIGHT



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