

## National Landscapes Association

### Role Description

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| <b>Title</b>                | Big Chalk Nature Recovery Fund Officer  |
| <b>Salary</b>               | £40,000 per annum FTE (£32,400 actual for 30 hours/week), plus 10% non-contributory pension |
| <b>Hours and conditions</b> | 30 hours/week (flexible arrangements encouraged)  |
| <b>Location</b>             | Homeworking with some travel across the Big Chalk programme area                            |
| <b>Responsible to</b>       | Big Chalk Nature Recovery Fund Manager  |

#### Key contacts

- Nature Recovery Fund team
- Big Chalk Grant Panel members
- Big Chalk partner contact points
- National Landscape Association colleagues
- UK Government department colleagues
- Grant management software partner

#### Who we are seeking

You'll be motivated by supporting Big Chalk's partners to deliver nature's recovery on the ground, helping ensure nature benefits from our grant-making. With experience of administering and developing grant making systems, processes and ways of working in the environmental or social sectors, you'll be skilled at building positive relationships – able to support our partners in using resources effectively and help meet funder requirements.

Working on behalf of the Big Chalk Partnership Board and based within the National Landscapes Association, you will work closely with colleagues both from across our Partnership and the Association. Association staff are home-based across England & Wales.

#### Purpose

To facilitate the Big Chalk Partnership's progress towards its shared vision of nature-rich chalk and limestone landscapes that benefit all of us. This relies on an expansion in the scale, pace and impact of nature recovery activities across southern England, catalysing progress towards the UK's nature commitments. Key to this is building ecological resilience to climate change, including through improvements to our globally important species-rich calcareous grasslands, chalk streams and rivers, and populations of associated priority species.

The Protected Landscapes Partnership and Defra are supporting our Partnership to catalyse progress towards the UK's nature commitments across these special landscapes. The Grant Officer will be responsible for the effective administration and continuous improvement of the systems and processes underpinning the Big Chalk Nature Recovery Fund. Key to this is helping ensure that grant funding is managed transparently, accurately, and in compliance with funder requirements, while providing excellent support to delivery partners.

### **Main responsibilities**

1. Lead administration of the grant fund, to include all relevant systems and processes including those relating to fund operations, finances, audit and reporting.
2. Build supportive relationships with grant recipients, from application and assessment stages through contracting, delivery monitoring and payments to reporting and audit.
3. Facilitate the work of the grant fund decision-making panel, convening meetings, ensuring timely sharing of information and recording and sharing outcomes.
4. Collaborate with functional leads in the host organisation to help ensure all relevant legal, financial, audit and reporting requirements are met and assurances provided.
5. Support the effective operation and ongoing development of grant management software, with a focus on optimising user experience for applicants and assessors.
6. Maintain organized, compliant records of all grant fund-related materials, including but not limited to applications, budgets, contracts, reports, and correspondence.
7. Produce regular reports, dashboards, and summaries for programme management and evaluation purposes and both internal and external customers as required.
8. Identify, communicate and help control risks both to the Partnership and host organisation from grant-making activities and associated contractual commitments.
9. Support knowledge sharing and communications activities across the Partnership and efforts to secure additional funding for Big Chalk's activities as required.

### **Person specification**

We welcome applicants from a broad range of backgrounds – the most important thing is that you are motivated to work collaboratively and effectively with Big Chalk's partners to benefit nature to the greatest extent possible, while ensuring compliant operation of the Fund.

Please tell us about your experience, skills and behaviours in the following areas:

### **Essential**

- a) Significant experience of administering and developing grant making systems, processes and ways of working in the environmental or social sectors.
- b) Applied experience of working across each stage of the grant-making lifecycle, with knowledge of related compliance, audit, and record-keeping requirements.
- c) Strong interpersonal skills and a collaborative mindset, able to quickly build positive working relationships with colleagues, partners and funders.
- d) Numerate with strong data management skills, able to quickly identify, summarise and communicate key insights from a range of information sources.
- e) Effective communication and engagement skills, both verbal and written, with experience of supporting partners to succeed in delivering a shared project or initiative.
- f) Has a team ethos, with a drive to work effectively across diverse networks and partners.
- g) Highly developed organisational skills, with excellent attention to detail and accuracy.
- h) A self-starter who is flexible and adaptive, with a structured, prioritised working style.

- i) Experience of using grant management software to enable related operations.
- j) Proficiency in standard office software applications (Microsoft 365 suite).
- k) An understanding of, and a commitment to, the natural environment, social and environmental justice, inclusion, and equality.

**Desirable**

- l) Experience of administering public sector or similar grant programmes.
- m) Experience of developing grant management software to improve related operations.
- n) An understanding of monitoring and evaluation frameworks as applied to grant-making.

**Selection Process**

We will appraise applications against the Essential and Desirable criteria for this post – please ensure that your application covers these criteria clearly. First interviews will be held online for short-listed candidates. A second interview round may follow this.

The National Landscapes Association is an Equal Opportunities employer. This means that when carrying out our work and in the employment of staff to undertake this work, we will seek to ensure equality of treatment for all persons regardless of ethnicity, gender, age, marital status, disability, religion, sexual orientation, or economic status.

**How we use your personal information**

The information which we gather from you during the recruitment and selection process is retained and processed in accordance with the General Data Protection Regulation (GDPR).

Please note that by applying for employment, you are also agreeing to the National Landscapes Association processing such information as may be necessary to assess your application, provided that proper regard is had to the data protection principles in force.

If your application is successful, the information you provide will be retained and will form part of your personnel file. If you are not offered work with the National Landscapes Association, all documentation related to your application will normally be confidentially destroyed after a period of six months.