



Yorkshire
Wildlife Trust

Grants Officer

Job Description



ywt.org.uk



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About us

Yorkshire Wildlife Trust is one of the region's largest environmental charities; our mission is to **drive nature's recovery in Yorkshire** across our land and at sea.

We are one of 46 regional Wildlife Trusts working for nature and collectively forming the Wildlife Trusts, one of the largest collective national movements for wildlife in Europe.

Our vision is for **wildlife and people thrive together across Yorkshire's communities, land, rivers and sea**. We work holistically in nature, thinking globally, planning at regional and landscape scale, while delivering our work in partnership with local communities, caring for local wildlife together. Our dedicated team of staff (c.190) and volunteers (c.1000) work together, on behalf of all our members (c.41,000), in every corner of Yorkshire to make this vision a reality.

Since forming in 1946 with our first reserve at Askham Bog, we now steward 115 nature reserves, which cover more than 3000 hectares of land and include some of our most precious wildlife. We also work extensively with other land managers, communities and businesses, to inspire, advise and deliver restoration work, supporting others too play their part in nature's recovery.

We are passionate advocates for Yorkshire's incredible wildlife and wild places. Join us and help create a diverse and inclusive team, committed to driving change for Yorkshire's wildlife, communities and a positive future.





Grants Officer

Job Description

Responsible to: The Grants Manager

Location/based at: Either York, Potteric Carr (Doncaster) or Stirley (Huddersfield) with hybrid working (a mix of office and home working)

Date last updated: 4 June 2026

Main Purpose of the Role

- Working closely with the Grants Manager, to secure income for YWT, working in collaboration with colleagues across the region to initiate, manage and develop a comprehensive programme of bids and applications to grant schemes and grant-making trusts and foundations.
- Support the Fundraising Team to achieve optimum income generation and strategic fit across all grant fundraising activities.
- To work in cooperation with colleagues at the Trust and the Royal Society of Wildlife Trust's (RSWT) to ensure administration and organisation of data is undertaken in compliance with the Trust policies and procedures.

Tasks and Responsibilities

- Support the management of a portfolio of 3, 4, 5 and 6 figure applications and reporting to trusts, foundations and grant making organisations.
- Work with colleagues to research, identify and initiate relationships with appropriate funders to establish their funding criteria and guidelines and assess their potential to fund the Trust's work.
- Work cross-functionally to support the relationship management programme with existing and potential funders to add strength to our applications and help to build support for future applications.





- Work with the wider Fundraising & Engagement Directorate, as well as regional operational colleagues, to initiate and produce relevant and appropriate communications to fulfil funder obligations.
- Ensure that all data held about grant schemes and grant-making trusts and foundations complies with data protection legislation and is relevant, up to date and accessible to inform and support the efficient and effective conduct of Trust business.
- Undertake research to identify and establish new sources of grant income, keeping accurate and updated records of where these contacts may be realised to generate additional income to the Trust.
- Understand the role of RSWT in relation to the Trust and liaise closely with the relevant members of staff regarding grant fundraising activities at both YWT and RSWT.
- Keep up to date with best practice in fundraising and comply with all relevant legislation and regulations, and to work within the Trust's policies and procedures to ensure that good practice is observed and implemented.

Other

- Promote the Trust and partner organisations whenever possible.
- Demonstrate our Trust values every day behaving with courage, respect, and integrity whilst trusting others and taking responsibility for your actions at all times.
- Support and promote the Trust's commitment to equality, diversity and inclusion.
- Uphold the Trust's commitment to safeguarding and promoting the welfare of children, young people, and adults at risk.
- Abide by all Trust policies.
- Undertake any other duties as requested by your line manager and in line with the post.



Person Specification

| Experience | Essential/ Desirable |
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| Relevant experience of successful grants fundraising and/or administration for a charitable or voluntary sector organisation. | Essential |
| Experience of providing excellent standards of customer/supporter care and an understanding the relationship of this to building income and engagement. | Essential |
| Experience of working across diverse teams and departments to build effective relationships and support the delivery of high-quality projects to deadline. | Essential |
| Experience of managing multiple deadlines whilst maintaining the flexibility to respond to new opportunities to increase income. | Essential |
| Experience of delivering guidance on best practice grant fundraising to colleagues and volunteers. | Desirable |
| Knowledge and Skills | Essential/ Desirable |
| Good knowledge of grant-making bodies and available sources of grant funding in the UK. | Essential |
| Knowledge and understanding of UK GDPR (data protection legislation) and best practice in data management. | Essential |
| Ability to build and develop mutually beneficial relationships and networks and work effectively and mindfully across teams of internal and external stakeholders. | Essential |
| Proven research skills and an ability to extract and make use of relevant information from multiple sources. | Essential |
| Highly competent in the use of office-based computing software, such as Microsoft Word, Excel and Outlook. | Essential |
| Excellent writing, editing and proofing skills with an eye for detail and accuracy. | Essential |
| Experience of working with a CRM database (e.g. Access Charity CRM) to usefully analyse and interrogate data. | Essential |





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| Knowledge and enthusiasm for wildlife, nature conservation and environmental issues, especially those which are local to Yorkshire. | Desirable |
| Personal Qualities | Essential/ Desirable |
| A persuasive, passionate and compelling communicator who is highly confident in interacting with stakeholders at all levels and able and willing to take a creative and imaginative approach to developing funding bids and applications. | Essential |
| Highly organised and able to prioritise and successfully deliver a high volume of competing objectives whilst maintaining the flexibility to respond to new opportunities to increase income | Essential |
| Works with independence, intelligence, drive and initiative. | Essential |
| A team player with a positive attitude, a high level of self-motivation, a strong work ethic and a desire to deliver change. | Essential |
| Willingness to learn and able to share own expertise and knowledge, take on the ideas of others and adapt ways of working. | Essential |
| Essential Qualifications/Requirements | |
| UK driving licence, access to own transport and willing and able to drive across the region as required. | Essential |





Terms and Conditions

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| Salary: | Within the range £26,648.96 to £28,803.84 per annum (pro rata if part-time). |
| Hours: | 35 hours per week, Monday to Friday. The nature of the post's duties may occasionally require evening and/or weekend work Paid overtime is not available, but time off in lieu will be given for essential additional hours worked. |
| Contract: | Fixed Term (maternity cover). A probationary period applies to new staff, during which you must complete all essential, mandatory training. |
| Flexibility: | Whilst ensuring the needs of the business and the role are met, the Trust endeavours to meet the flexible working needs of its employees. Depending on the nature of the role, the Trust offers hybrid working (a mix of office and at home). |
| Holidays: | 30 days per annum inclusive of 3 office/site closure days over the Christmas period, in addition to national public holidays, rising to 33 days after 5 years' service. All leave is pro rata for part time employees. |
| Pensions: | You may be eligible to be auto enrolled into the Trust's Pension Scheme. Terms of the scheme are available on request from Finance. |
| Employee Assistance Programme: | The Trust provides an Employee Assistance Programme. This is a confidential service which aims to provide staff with support for a range of issues. |
| Health Questionnaire: | You will be asked to complete a health questionnaire in order to identify any support or adjustments you may require. |





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| Equal Opportunities: | Yorkshire Wildlife Trust is committed to equal opportunities and appoints on merit. We welcome applicants from all sections of society regardless of gender, sexual orientation, race, disability, marital status, age and religion, perceived community background or political beliefs. |
| Place of Work: | The post will be based at York, Potteric or Stirley. |
| Travel: | Public transport is encouraged although pool vehicles are available. In exceptional circumstances the use of the employee's own vehicle may be necessary for business use, at a mileage rate of 45p per mile. |
| Training & Professional Memberships: | The Trust is fully committed to personal development and training and supports achieving and maintaining professional memberships and accreditations, with any essential-to-role professional memberships paid for by the Trust. |

