

## National Landscapes Association Role Description

<b>Title</b>	Big Chalk Nature Recovery Fund Manager
<b>Salary</b>	£48,465 per year (pro-rata), this includes a 10% non-contributory pension
<b>Hours and conditions</b>	37 hours/week (part time and flexible arrangements encouraged)
<b>Location</b>	Homeworking with travel across the Big Chalk programme area
<b>Responsible to</b>	Big Chalk Programme Lead
<p><b>Key contacts</b>            Nature Recovery Fund team            Big Chalk Communications Lead            Chair of Big Chalk Partnership Board &amp; Grant Panel members            Big Chalk partner contact points            National Landscape Association colleagues            Protected Landscapes Partnership colleagues            UK Government department colleagues</p>	
<p><b>Who we are seeking</b>            You'll be motivated by working collaboratively with Big Chalk's partners to catalyse nature's recovery on the ground, helping ensure nature benefits from our grant-making. With experience of grant making and donor reporting in the environmental or social sectors, you'll be skilled at building positive relationships and supporting our partners in using resources effectively.</p> <p>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 &amp; Wales.</p>	
<p><b>Purpose</b>            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.</p> <p>The Protected Landscapes Partnership and Defra are supporting our Partnership to catalyse progress towards the UK's nature commitments across these special landscapes. The Nature Recovery Fund Manager will join the existing Fund Manager in co-managing a significant grant fund on behalf of Big Chalk's Partnership Board.</p>	

### **Main responsibilities**

1. Co-manage the compliant operation of a grant fund, to include all relevant processes including those relating to fund administration, finances, audit and reporting.
2. Research and identify potential partner-led projects that both align with the Big Chalk Partnership's vision and meet grant fund criteria.
3. Build supportive relationships with grant applicants and recipients, from advising on project suitability and eligibility, through project delivery to funder reporting and audit.
4. Support grant recipients in monitoring and evaluating project impact (and by extension Big Chalk's grant-making), drawing on expertise from within the Partnership.
5. Facilitate the work of the grant decision-making panel of the Big Chalk Partnership Board, convening meetings, evidencing recommendations and recording outcomes.
6. Work with Big Chalk's Communications Lead to promote its grant-making work, helping build the Partnership's reputation with target audiences and develop its brand.
7. Collaborate with functional leads in the host organisation to ensure all relevant legal, financial, audit and reporting requirements are met and assurances provided.
8. Identify, communicate and help control risks both to the Partnership and host organisation from grant-making activities and associated contractual commitments.
9. Maintain organized, compliant records of all grant fund-related materials, including but not limited to applications, budgets, contracts, reports, and correspondence.
10. Support efforts to secure complementary project and programme funding for Big Chalk's activities from public, philanthropic and/or private sources 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 grants fund.

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

### **Essential**

- a) Significant experience of grant making and donor reporting in the environmental or social sectors.
- b) Applied experience of working across each stage of the grant-making lifecycle, including applications, assessment, offers, budgets/forecasts, claims and reporting.
- c) Strong interpersonal skills and a collaborative mindset, able to quickly build positive working relationships with colleagues, partners, funders and other stakeholders.
- d) Numerate with excellent analytical skills, able to quickly identify, summarise and communicate key issues and risks from a range of information sources.

- e) Effective communication and presentation skills, both verbal and written, with experience of successfully engaging diverse audiences to work on a shared project or initiative.
- f) Has a team ethos, with a drive to collaborate across diverse networks and partners and ensure experience and knowledge is available for the benefit of all.
- g) Highly developed prioritisation skills, able to deliver outcomes and outputs to agreed time, cost and quality criteria.
- h) A self-starter who is flexible and adaptive, with a structured, organised working style.
- i) Proficiency in standard office software applications (Microsoft 365 suite).
- j) Shares our belief in the power of evidence in underpinning effective decision making and impact reporting.
- k) An understanding of, and a commitment to, the natural environment, social and environmental justice, inclusion, and equality.

#### **Desirable**

- l) Experience of using grant management software to support grant-making operations.
- m) Experience in monitoring and evaluating project (and related grant-making) impact.
- n) Knowledge of the policy making and funding environment around nature's recovery.

#### **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.