

Partnership Fundraising Officer

Role profile



Photo: Above and Below Imagery



Cornwall
Wildlife Trust

Creating a Cornwall
where nature thrives

Introduction

Thank you for your interest in joining Cornwall Wildlife Trust.

We're looking for a driven and talented communicator with a passion for nature to join our fight against the ecological and climate crisis in Cornwall. The successful candidate will play a vital role in Cornwall Wildlife Trust, working with friendly and passionate colleagues across our conservation and community teams to develop funding partnerships and secure grants to protect and enhance Cornwall's wildlife and wild places.

It's a fascinating role with the potential to be part of real change for nature in Cornwall.

We're open to applications from a range of candidates. You may have direct experience of grant fundraising, be looking for a career change, or be a recent graduate searching for your first role in fundraising and / or conservation.

So, if you have outstanding written communication skills, can build relationships, have a strategic mindset, are a strong planner, can coordinate others, and believe in our work to create a Cornwall where nature thrives, then we'd love to hear from you.

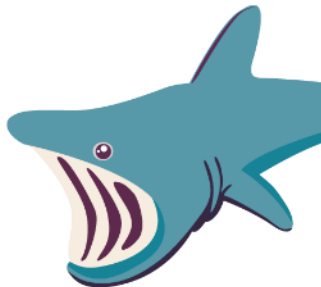


A handwritten signature in brown ink that reads "James".

**James Webb, Director of Fundraising & Communications
Cornwall Wildlife Trust**



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About us

Where we've come from ...

For more than 60 years, Cornwall Wildlife Trust has been working to protect Cornwall's wildlife and wild places.

Although a local, independent charity, we are part of a national movement of 46 Wildlife Trusts, all with a shared purpose.

Our vision ...

... is of a Cornwall where nature thrives, with our wildlife and wild places valued and enjoyed by all.

A Cornwall where currently rare and threatened species are once again a normal part of our countryside, skies and seas. Where healthy oceans, soils, rivers, wetlands, woodlands, moors, grasslands, sand dunes and other ecosystems are recognised for the roles they play. Where every child in Cornwall grows up with access to beaches and green spaces. And where we're all connecting with, benefiting from, and taking action for nature.

Temperate rainforest, a globally rare habitat found in a few locations across the UK's west coast (including Cornwall), is typically characterised by damp woodlands, with mosses, ferns, lichens and fungi growing on trees.

Cornwall Wildlife Trust aims to secure grant funding to create and restore more of this carbon-capturing habitat.

Our strategy


To halt nature's decline, **we need** more space for nature (bigger, better and more joined-up), active nature restoration (not just the protection of what remains), and reduced pressure on nature everywhere (be that from development, pollution, habitat loss, intensive farming and fishing, or climate change). **But we can't do this alone.**

We will ensure more areas of land and sea are managed well for wildlife, by informing, involving and inspiring more people, from all spheres, **to take action for nature.**

How? Through our four impact objectives:

- 1. Demonstrating** what is possible and **inspiring** others through our conservation delivery.
- 2. Supporting** and **advising** others on how to reduce negative pressures and create positive outcomes for wildlife.
- 3. Engaging and mobilising** individuals and groups to use their time and resources to participate in practical action.
- 4. Campaigning** and **advocating**, as we use our voice to call for better decisions for nature from those in power.

You can read our full strategy [here](#).



Upton Towans, one of Cornwall Wildlife Trust's 59 nature reserves, provides a home for wildlife that relies on increasingly threatened sand dune habitats.

Photo: Ben Watkins

The National Lottery Heritage Fund is supporting the development phase of 'Tor to Shore', a project spanning from Helman Tor (our largest nature reserve), through nearby farmland, and into St Austell Bay. Our Partnership Fundraising Officer will play a vital role in reporting on this work and securing future grant funding.

Photo: Ben Watkins



Role summary

Purpose: To develop relationships with grant-making organisations to secure significant income for Cornwall Wildlife Trust's work on land and at sea.

Salary: £23,868 - £31,620.

Hours: Full time (37.5 hours) but would consider part time and / or a job share for the right candidate.

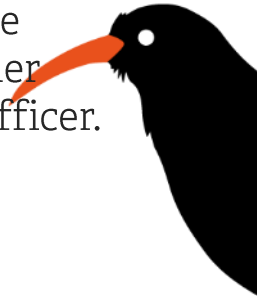
Contract type: Permanent.

Location: Cornwall Wildlife Trust HQ (at our Five Acres nature reserve), with the option to regularly work from home.

Reports into: Director of Fundraising and Communications.

Line reports: None.

Key internal relationships: Director of Nature and People, Director or Nature Recovery, Head of Marine, Reserve Managers, Tor to Shore Project Manager, various other programme staff, and our Corporate Partnerships Officer.

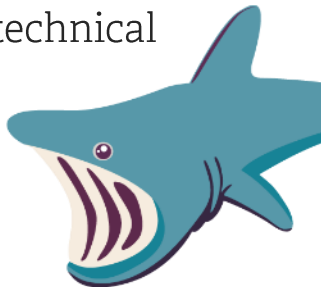


Responsibilities

- Identify and research trusts, foundations and other grant-making organisations (including statutory funders) with the potential to support Cornwall Wildlife Trust's work.
- Manage a portfolio of trusts, foundations and other grant-making organisations to secure five-, six- and seven-figure grants (including multi-year commitments) for Cornwall Wildlife Trust's work. This will include:
 - Understanding their strategies, priorities, grant-making processes, and ways of working with and expectations from beneficiary charities.
 - Identifying appropriate Cornwall Wildlife Trust funding priorities that are in-line with the strategies and priorities of trusts, foundations and other grant-making bodies.
 - Developing relationships with key external stakeholders.
- Writing tailored and compelling funding proposals that clearly communicate expected outputs, outcomes and impact.
- Writing project reports (liaising with programme teams and or / the finance team as required) to ensure funding partners are aware of the impact they're achieving, in-line with agreed timeframes.
- Creating and implementing stewardship plans that ensure trusts, foundations and other grant-making bodies partnering with Cornwall Wildlife Trust are valued and connected to our work.
- Build positive relationships with colleagues across Cornwall Wildlife Trust to:
 - Identify and input into projects for trusts, foundations, and other grant-making organisations.
 - Ensure high quality project proposals, with technical input and expertise



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Responsibilities

- Coordinate Cornwall Wildlife Trust's process and timelines for developing and submitting large funding proposals to grant-making organisations, communicating this across the organisation as required.
- Coordinate the use of Cornwall Wildlife Trust's funding pipeline database, securing input from colleagues, ensuring accurate information, carrying out monthly reporting, and making improvements as required.
- Update Cornwall Wildlife Trust's CRM database as required.
- Recruit, develop and managed volunteers if / as required.
- Ensure activities are conducted in-line with relevant regulations, including GDPR.
- Be accountable to relevant income budgets.
- Contribute to the success of the wider Fundraising and Communications Department, taking on other responsibilities as required.



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Cornwall's seas are home to a variety of magnificent and important ocean wildlife. Cornwall Wildlife Trust has ambitions to do more to protect marine ecosystems off our coasts.



Photo: Matt Slater

Person specification

Skills

- Relationship management (E)
- Verbal and written communication (E)
- Computer literate, particularly for Microsoft Office (E), ideally using a CRM database (D)

Experience

- Working in a professional environment (E), ideally one where they need to achieve targets and / or key performance indicators (D)
- Fundraising from trusts, foundations, lottery organisations or statutory bodies (D)

- Writing compelling and / or persuasive communications (E)
- Researching and writing compelling funding proposals and reports (D)
- Researching trusts, foundations and other grant-making organisations to understand their priorities and affinity to a particular cause (D)
- Working collaboratively with conservation delivery teams (D)

Knowledge

- Of conservation programmes and Cornwall Wildlife Trust's work (D)
- Of GDPR and its implications for grant fundraising (D)

Personal qualities

- Ability to work on own initiative and as part of a team (E)
- Enthusiastic, friendly and professional attitude (E)
- Committed to environmental conservation and sustainability issues (E)
- Education to degree level or equivalent (D)

Please note, while this page outlines essential (E) and desirable (D) criteria, we are open to applicants who may lack experience but have the potential to be outstanding grant fundraisers. Training can be provided accordingly.



Finally

Other details

- Cornwall Wildlife Trust operates excellent TOIL and flexible working policies.
- We offer enhanced company holiday entitlement – starting at 25 days and rising to 30 days (one day extra for each year worked after three complete years served), with additional time off between Christmas and New Year.
- All employees have access to an Employee Assistance Programme (24/7 counselling service) and an employee health and wellbeing portal.
- A stakeholder pension is in place.

To apply

Please send a CV and supporting statement outlining your suitability against the person specification **to recruitment@cornwallwildlifetrust.org.uk by midnight on Sunday 1st December.**

Interview dates

We have held Wednesday 11th December for in-person first interviews, with Wednesday 20th for second interviews if required. However, we will aim to be flexible for shortlisted candidates if required, with the option to explore other dates or interview online.



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Photo: Ben Watkins

Thank you



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