

A red squirrel is perched on a weathered tree stump, facing right. Its bushy tail is raised and slightly curved. The background is a soft-focus field of purple heather under a bright, hazy sky.

ROLE PROFILE

Grants Officer - Rural Payments

GROW WITH US



**WOODLAND
TRUST**

OUR VISION

We're creating a world where woods and trees thrive for people and nature.



RESTORE

We restore the ecological condition of existing native woods and trees, to increase resilience and create conditions for nature and people to thrive.



PROTECT

We protect ancient, veteran and valuable woods and trees, to stop the loss of irreplaceable habitat and carbon stores, preserving the UK's natural heritage.



CREATE

We create quality native woods and get native trees growing to benefit nature, climate and people into the future.



WOODLAND
TRUST

OUR ORGANISATIONAL NATURE

Our Organisational Nature is at the heart of how we work together. It helps us understand what it means to be part of the Woodland Trust and empowers us to make an impact every day. Our people embody these ways of working, inspiring and enabling each of us to play a part in achieving our vision.

A greener, healthier future for our planet starts right here with you.



Grow Together

We are a team that grows together; made up of unique roles and expertise. We communicate effectively, forging partnerships inside and out, building understanding and trust, valuing differences and recognising each other.



Explore

We know exploration is important, it's how we come up with the best ideas. We won't always get it right but learn and share as we go. We are bold about who we are and encourage healthy challenge.



Focus

We create clarity and stay focused, ready to adapt when we need to. We are empowered to take the time to reflect so that we can develop and work smarter.



Make it Count

We need to create a lasting positive impact. We keep the big picture in mind, harnessing passion and inspiring others to connect with us as we aim to make a genuine difference.

JOB DESCRIPTION

Job Title: Grants Officer - Rural Payments

Job Code: WT1088

Salary: £35,823.50 per annum

Contract: Full-Time, Permanent

Reports to: Head of Land & Property

Department: Operations

Team: Land & Property

Location: Hybrid

Our Working from Home (Hybrid working) policy is flexible and the frequency of time spent working between your contracted office and your home will vary across teams and job roles.

WHAT YOU'LL DO

Main purpose of the job

As a Grants Officer - Rural Payments, your role will be to coordinate and secure funding with a primary focus on England's Countryside Stewardship Higher Tier (CSHT) funding.

You will consult with Natural England and the Forestry Commission and most importantly the Rural Payments Agency (RPA) which will include attendance and representing the Woodland Trust on the Environmental Stakeholder Group to feedback and inform the RPA of our grant claiming experience.

This role will work collaboratively as a member of the Land & Property team and members of connected teams in Nature Recovery to help deliver on our plans to reduce adverse herbivore impacts and improve Woodland Ecological Condition, contributing to our work to protect woodland biodiversity and nature recovery.

Coordination with the Operations support (Estate) team to ensure that all eligible agri and woodland CS options can be included within the single application. A vital part of the role will be liaising directly with site managers to ensure application to CSHT can be processed as quickly as possible through the RPA's online application process. You will liaise with the accounts/ledgers team and maintain internal records to reconcile income received against claims made to the RPA.

WHAT YOU'LL DO

Key Responsibilities:

- Support delivery through fundraising via government and non-government funding streams
- Liaise with DEFRA, Rural Payments Agency, Forest Research, Forestry Commission Deer Officers. Internally working with the Operations Support team and close co-ordination with site managers, estate managers, and regional staff to ensure funding opportunities are found, secured, delivered and reported.
- Work closely with the Operations manager – wildlife for strategic guidance and support.
- Support the annual claims process; communicating with staff, supporting Estate/Site Managers, liaising with accounts, owning the spreadsheet/records. Whilst maintaining Oversight and management of historic schemes.
- Managing the reconciliation of the remittance
- Attending regular RPA Stakeholder meetings (alongside RSPB and NT) additionally liaising with relevant policy team members
- Thorough up to date knowledge and awareness of relevant schemes/eligibility including SFI, CSMT and CSHT.

WHAT YOU'LL DO

Key Responsibilities (Continued)

- Responsibility for maintaining accurate land records with the RPA via the Rural Payments online portal
- Explore funding opportunities for priority species work and for training teams in associated work
- Year-round support Estate Managers and Site Managers with applications and submissions for new grants to maximise available income
- Ability to use LandApp to design and validate schemes, and generate maps to accompany submission
- Support with queries/issues that arise with changes to land cover/parcel changes/transfers in and out of WT estate
- Liaise with Operations Manager/Nature Recovery team to ensure Rural Payment Agencies portal is managed as needed
- Excellent IT proficiency in excel and GIS, initiative and problem solving ability.

WE WANT YOU TO:

GROW TOGETHER

- **Collaborate with purpose** – collaborating effectively with others where it will add value and result in clear and positive impact.
- **Build relationships** – being approachable and developing positive relationships. Making connections internally and externally to pursue shared goals, expand learning opportunities and grow influence. Help others to connect and nurture positive relationships.
- **Communicate Effectively** – being clear and adapting communication styles to connect with others effectively.

EXPLORE

- **Evolve and continuously improve** – having the courage to question previously held beliefs and seeks out opportunities to continuously improve the way we work
- **Create meaningful change** – being willing and able to shake things up and bring about change where needed for the good of the cause.

FOCUS

- **Take effective decisions** – balancing considered, evidence-informed decision taking and quick, decisive action depending on the situation
- **Prioritise for impact** – building visions/ strategies/plans that have a clear purpose, set of outcomes, monitoring and evaluation and activity that is prioritised based on the impact they will have.

MAKE IT COUNT

- **Deliver results** – getting work done in a way that is environmentally, financially and ethically sustainable, is considerate of people's wellbeing and always considerate of the broader impact.
- **Inspire and influence** – connecting people with what we do, inspiring and influencing them to stand with us for the benefit of the cause.
- **Connect to the bigger picture** – connecting the work we do to our vision and being trusted to deliver what is needed.

PERSON SPECIFICATION

		Essential/Desirable (E/D)	Where
You'll have experience	A good understanding and or experience of current grants schemes to support our nature recovery objectives.	E	Application/interview
	Experience in working with others to develop and deliver grant schemes	E	Application/Interview
	Establishing and maintaining monitoring and evaluation systems	E	Application/interview
	Producing grant documentation to deadlines, coordinating Site Manager's applications	E	Application/interview
	Working in the conservation/charity/forestry sector	D	Application/Interview
	Working as part of a team and be comfortable working with colleagues across the organisation to ensure delivery	E	Application/interview
	Using key IT systems/software	E	Application/interview
You'll need	Excellent interpersonal, verbal and written communication skills that you use to inspire support for the Woodland Trust.	E	Application/interview
	Knowledge of project development/management and associated budgets	D	Application/interview
	Happy to work as part of a team and alone both on and off site to ensure we can deliver.	E	Application/interview
	Strong attention to detail	E	Application/interview

PERSON SPECIFICATION

			Essential/Desirable (E/D)	Where
You'll have a desire to	Grow together	Collaborate with Purpose Build Relationships Communicate effectively	E	Interview
	Explore	Evolve and continuously improve Create meaningful change	E	Interview
	Focus	Take Effective Decisions Prioritise for impact	E	Interview
	Make it count	Deliver Results Inspire and influence Connect to the bigger picture	E	Interview
You'll be qualified in	Degree level education or equivalent experience gained in a conservation/fundraising environment.		E	Application/Onboarding
You'll be subject to	Pre-employment checks including Right to Work and confirmation of employment history (3-years).		E	Onboarding