

**JOB DESCRIPTION**

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| **Job Title** | Philanthropy Grant Manager – Lottery Funding (PT) |
| **Department**  | Supporter Income & Engagement Philanthropy and Events |
| **Reports to** | Head of Philanthropy (Trusts)  |
| **Location**  | This role is UK based contract and as such, you are required to have the right to live and work in the UK. You’ll be required to work at your contracted office which will be **The Living Planet Centre, Woking, Surrey, GU21 4LL** and will need to be able to commute to this location. |
| **Job Level** | 4 |
| **Flexibility** | WWF-UK operates a hybrid working arrangement with 1-3 days per week (or monthly equivalent) in the office with the balance being worked from home. Additionally, we have a flexible working policy which can be used to consider individual requests to tailor working patterns, whilst continuing to meet the needs of the role, team and organisation.  |
| **Checks required**  | WWF-UK are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees to share this commitment.  |
| **Hours** | 28 | **FTE** | **0.8** |
| **Date** | 27/07/2023 |

**CONTEXT OF ROLE**

WWF is the world’s leading independent conservation organisation. Our mission is to create a world where people and wildlife can thrive together. To achieve our mission, we are finding ways to help transform the future for the world’s wildlife, rivers, forests and seas; pushing for a reduction in carbon emissions that will avoid catastrophic climate change; and pressing for measures to help people live sustainably, within the means of our one planet.

The Philanthropy team engages with wealthy and influential individuals, trusts and foundations to create a lever for income, door-opening and influence to help fund critical conservation, drive positive environmental change and inspire people to engage with WWF’s mission. We also manage supporter engagement through events. This particular role will be managed within the Philanthropy team, but will equally be working daily with the team involved in the project receiving National Lottery support.

**MAIN PURPOSE AND SCOPE OF THE JOB**

This particular role focuses on supporting WWF’s relationship with UK Lottery Funding bodies – particularly the National Lottery Heritage Fund. You will take the lead on engagement activity with these important funders for WWF-UK; including giving regular project updates and planned communications, answering enquiries and facilitating direct liaison with project staff and volunteers, organising any site visits and event invitations/ attendance.

The Philanthropy Grant Manager role will also lead and manage the development of all new applications to National Lottery funders. Your role will involve working closely with WWF’s programmes team, Design and Impact team and various other teams across WWF-UK, including at the leadership level, to ensure good stewardship of restricted funds from these donors to specific projects, and to develop high quality proposals for funding of priority UK-based work to maximise income and impact from these funders.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

* Maintain excellent stewardship and development of WWF-UK’s existing relationships with National Lottery Heritage Fund and other National Lottery funding bodies, to secure income in line with agreed targets.
* Actively research, develop and manage further relationships with National Lottery funding bodies for WWF-UK’s work.
* Work with programmes colleagues and WWF-UK’s design and impact team to identify and further develop UK-based project work and budgets that align with both WWF-UK’s strategic priorities and major funding opportunities as they arise from Lottery funders.
* Plan and project manage funder engagement activity around those WWF programmes being funded by the National Lottery – focusing particularly on WWF’s Seagrass restoration work in north Wales - including arranging webinars, site visits, events etc. with support from the wider Philanthropy and events team.
* Undertake motivational and meaningful communication, in writing, verbally and in person, with relevant National Lottery grant managers, committee members and other key contacts; to build informed and committed relationships and to be compliant with donor requirements.
* Efficient and effective use of team and organisational systems, processes and people to ensure we reach our goals.

**PERSON SPECIFICATION**

**EXPERIENCE, QUALIFICATIONS & KNOWLEDGE**

* Experience of managing relationships with National Lottery funding bodies, ideally with National Lottery Heritage Fund specifically, and a track record of delivering against income targets.
* Experience of contributing to project design and the development of theories of change and logical frameworks would be beneficial.
* Experience in leading the development of National Lottery funding proposals against public funding calls in a timely and planned manner.
* A background / previous study in an environmental subject would be advantageous.

**SKILLS AND COMPETENCIES**

* Strong, clear and concise written communication skills
* Able to communicate well as part of a team and remain calm under pressure
* Excellent project management skills
* Strong attention to detail
* Able to work independently under your own initiative, with flexibility and good prioritisation skills
* Ability to build rapport with decision makers at funding bodies and internally
* Financial competence using MS Excel, with budget formulation skills
* Willingness to travel and occasionally work some unsocial hours
* Knowledge of, and interest in, the natural world and WWF’s core mission

**WWF-UK’S VALUES**

WWF-UK’s values are: ‘Courage’, ‘Integrity’, ‘Respect’, and ‘Collaboration’. These values should be embedded in your work and behaviour, and any associated policies and processes adopted consistently.

***This document sets out key responsibilities of the role and is not intended to be an exhaustive list of tasks and duties. We reserve the right, at our sole discretion, to reasonably vary the responsibilities from time to time depending on the needs of the organisation without changing the level of the role.***