



**Job Title:** Grants and Legacies Manager

**Reporting to:** CEO

**Department:** Fundraising

**Job Type:** Permanent (following successful six month probationary period)

**Hours:** Part time, 22.5-30 hours per week (0.6-0.8 FTE)

**Salary:** £31,000-£35,000 at 1 FTE, pro rata'd, depending on experience, plus London weighting of £1,000 pa if office based, and 7% employer's pension contribution.

**Location:** London office or home based, with availability for occasional meetings and evening events in London. A Rocha UK's office is in Brentford, West London.

**Office hours:** 9.00-5.30.

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#### **A Rocha UK:**

A Rocha UK is a unique Christian nature conservation charity, mobilising Christians and churches to care for the natural world. We are the UK member of the international A Rocha federation of Christian conservation charities, with sister organisations in 24 countries. A Rocha UK has a staff of 25 and many volunteers. We run nature conservation activities on our two reserves, advise a national network of conservation partners, inspire Christians to protect nature and act on climate change through our Wild Christian scheme, and run the popular Eco Church scheme for local churches. Our modern office is designed for collaboration and is close to overground and tube stations, with its own secure cycle and parking facilities.

#### **Purpose of role:**

Increasing and diversifying the sources of funding for A Rocha UK's work is key to our fundraising strategy. The Grants and Legacies Manager will play a key role identifying potential granting bodies, writing and submitting bids, and managing reporting on grants from a range of sources, including large foundations, and Church denominations. In doing so, they will work closely with other staff, especially the CEO, programme staff, and other members of the fundraising team. They will also manage occasional legacies and, as capacity allows, develop a proactive legacy promotion

programme. The successful candidate will have previous experience securing funds from trusts, as well as excellent writing skills, an interest in the environment and an active Christian faith. The post currently reports to the CEO.

### **Key responsibilities:**

#### **Grant Research and Prospecting:**

- Research and identify potential grant opportunities from trusts, foundations, government bodies, and other funding organisations
- Maintain and develop a comprehensive database of grant opportunities, deadlines, and application requirements on our CRM.
- Represent the charity in person at relevant events, workshops, and networking opportunities to strengthen relationships with potential funders and partners.

#### **Grant Applications and Proposals:**

- Write compelling, clear, and well-researched grant proposals tailored to each funding opportunity and, potentially, commission and work with external bid writers.
- Collaborate with key programme staff, finance department and CEO to gather relevant data, project information, and evidence to strengthen proposals

#### **Grant Management and Reporting, and Legacy Management:**

- Monitor and manage the progress of grants, ensuring timely submission of reports and adherence to funders' requirements
- Build strong relationships with current and prospective funders, ensuring open communication regarding the charity's work and impact
- Prepare financial and narrative reports to demonstrate the outcomes of funded projects and ensure compliance with all funder agreements
- Manage occasional legacies, from notification to receipt of funds

#### **Strategy and Planning:**

- Lead the ongoing development of our long-term grants strategy to ensure a growing, diversified grant funding for the charity
- Lead the budget planning and forecasting for grant-funded projects
- Develop a new legacy strategy to increase our medium to long term income

### **Person specification:**

#### **Essential qualifications, attributes, skills and experience:**

- Educated to degree level or equivalent experience
- Demonstrated success in identifying, applying for, and securing grants from a range of funders
- Experience in managing multiple grant applications in different stages of development, and reporting requirements simultaneously
- Experience in budget preparation and financial reporting for grants

- IT proficiency in standard office packages (Word, Excel, Outlook, PowerPoint or Google equivalents)
- Experience of using a CRM database for grant tracking and reporting purposes or demonstrable ability and willingness to do so. (we use Donorfy)
- Excellent administrative skills with good attention to detail
- Excellent written and verbal communication skills and strong interpersonal skills
- Proactive and outcomes focused, with the ability to work effectively both independently and as part of a collaborative team
- Ability to learn new processes and platforms quickly
- Availability to represent the charity in external events and undertake occasional evening or weekend work, for which time off in lieu will be awarded
- A practising Christian: A Rocha is a non-denominational Christian charity with a deep commitment to our faith, community and cross-cultural collaboration. This requires all staff to participate fully in the spiritual life of the organisation, including regular collective prayer and reflection, annual staff residential retreat etc.

**Desirable qualifications, attributes, skills and experience:**

- A degree in Environmental Studies, Fundraising or a related field
- Good understanding of the environmental funding sector
- Familiarity with managing larger, multi-year grants and donor reporting
- Experience managing legacies
- Experience of managing other staff or volunteers

**Application details:**

To apply for the Grants Officer post, send a CV of no more than two pages, including the names/contact details of two referees, along with a cover letter explaining why you would like to work in this role and how you meet the job specification, to [ukjobs@arocha.org](mailto:ukjobs@arocha.org). Please note that referees will not be contacted unless a job offer is made.

**The closing date for applications is 9 am on Thursday 10th July.**

**Interviews will be held in the week beginning Monday 14th July.**

**We may close this vacancy early if we receive sufficient applications for the role.**