



GRANTS AND FUNDRAISING OFFICER

SALARY: £30,000 TO £35,000 PA PRO RATA (SUBJECT TO EXPERIENCE)

HOURS: 30 TO 37½ HOURS PER WEEK

TERM: PERMANENT

LOCATION: HOME-BASED

REPORTS TO: HEAD OF FINANCE

JOB SUMMARY

The Angling Trust is seeking a highly motivated and talented grant bid-writing and fundraising professional to develop new income streams to support the work of the National Governing Body of one of the country's largest participation sports and a leading environmental NGO.

The successful candidate will have proven track record of generating grant income from multiple sources. Ideally you will have a passion for angling, conservation and the water environment, but this is not essential.

Reporting to the Head of Finance the successful candidate will develop donation and legacy income as well as identifying and securing suitable grant-based opportunities related to our core areas of delivery. This role will focus on outbound activity and require experience in both face to face and remote communications, identifying new opportunities and building strong pipelines of new opportunities. Experience of managing donations and legacies with high-net-worth individuals, charities, foundations, trusts and the wider public will be necessary.

The organisation has an ambitious new strategy and has experienced significant growth in recent years – this newly created role will play a key part in delivering the strategic aims. The programmes you will be working on will have huge impacts across multiple areas including education, sustainability, social mobility and environmental protection in saltwater and freshwater environments.

This is a role for someone who wants to make a big and meaningful difference.

The role will involve office and remote working and collaboration with colleagues across different divisions of the organisations. This may include a degree of evening and weekend working on occasion and attendance at events as a representative of Angling Trust.

The Angling Trust is the National Governing Body in England, representing fishing, one of the country's largest participation sports. We are a not-for-profit organisation with a mission is to fight for fish, fishing and the environment, creating opportunities for all within society to experience fishing in a healthy aquatic world. It is joined in a collaborative and co-operative relationship with Fish Legal, a separate membership association using the law to protect fish stocks and the rights of its members throughout the UK.

Angling Trust is committed to equity, diversity and inclusion across our organisation, our membership and our sport. We particularly encourage applications from women and people who identify as Black, Asian or from a Minority Ethnic background, who are currently under-represented within our organisation. We offer



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family friendly, flexible working arrangements. We are members of the Sporting Equals Charter and we are actively participating in the Sport England sponsored Inclusive Employers development programme.

PRINCIPAL OBJECTIVES AND MAIN DUTIES

The job-holder will be responsible for:

Item	Duties
1	Fundraising and partnership development <ul style="list-style-type: none">• Build sustainable, long term income streams across multiple channels• Design exciting and innovative partnerships in line with our core objects• Develop new propositions for donations and legacies• Achieve and exceed targets and associated KPI's.
2	Communications <ul style="list-style-type: none">• Take an active role in communications via multiple channels and media.• Develop compelling bids and proposals• Represent Angling Trust at live events.
3	Administration <ul style="list-style-type: none">• Develop and manage an active pipeline• Work alongside colleagues across multiple divisions
4	Evaluation & reporting <ul style="list-style-type: none">• Internal and external stakeholder management• Deliver high quality reporting

PERSON SPECIFICATION

The successful candidate will have at least the following essential attributes:



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Attribute	Essential	Desirable
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> ▪ A Levels or equivalent 	<ul style="list-style-type: none"> ▪ Degree qualified
EXPERIENCE	<ul style="list-style-type: none"> ▪ A proven track record of achieving and exceeding income targets ▪ A successful background in grant based revenue generation ▪ Excellent communication skills ▪ Proven ability to build strong, productive internal and external relationships 	<ul style="list-style-type: none"> ▪ Experience of working within a charity or not for profit organisation
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> ▪ Hunger and drive to work within a fast-paced environment ▪ A strong communicator at all levels with good interpersonal skills, a high standard of written English ▪ Experience in developing fundraising and legacy income streams ▪ Ability to work independently to achieve objectives ▪ Good administrative skills, including comprehensive skills in the use of Microsoft Office and Sharepoint 	<ul style="list-style-type: none"> ▪ Understanding of environmental issues related to conservation and water ▪ Sales training
QUALITIES	<ul style="list-style-type: none"> ▪ Self-assured, confident and capable ▪ Persuasive and influential ▪ Highly motivated, target driven and accurate ▪ Ability to work on own initiative alone and as part of a small team 	



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	<ul style="list-style-type: none"> ▪ Able to identify opportunities and develop solutions 	
OTHER	<ul style="list-style-type: none"> ▪ Be willing to undertake further training and development as necessary. ▪ Able to work evenings and weekends on occasion. 	<ul style="list-style-type: none"> ▪ Valid Driving licence and access to own vehicle.

OTHER INFORMATION

Responsible to: The postholder will report to the Head of Finance, who will conduct reviews of performance against targets.

Location: Home-based but attendance at our offices in Derbyshire and Herefordshire and other meeting locations (including London), will be required on occasion.

Working hours: 30-37.5 hours per week between Monday and Friday, 9am to 5pm. On occasion some evening and/or weekend working may be required. We are open to discussing flexible working arrangements.

Holidays: 25 days leave plus Public Holidays (pro rata) increasing after 3 years by 1 further day per annum up to a maximum of 28 days per annum (pro rata). Time off in lieu may be accrued for weekend and significant evening working. 3 days of this annual leave must be taken between Christmas and the New Year.

Status: Permanent.

Closing date: 5 June 2023

Start date: July 2023.

Miscellaneous: the postholder will be provided with use of a laptop computer and mobile phone. Business expenses may be reclaimed in accordance with our policies.

