



Durham
Wildlife Trust
From Tees to Tyne

Development Officer – Grants and Trusts (Maternity Cover)

Applicant Pack



Contents

About Durham Wildlife Trust	3
<i>Our Vision</i>	3
<i>Our Mission</i>	3
<i>Our Goals</i>	3
<i>The Organisation</i>	3
Working for Durham Wildlife Trust	4
About this role: Development Officer – Grants and Trusts	5
The Process	6
Job Description	7
Identification of Post	7
Purpose of Post	7
Main Responsibilities	7
General Duties	7
General Terms and Conditions	8
Person Specification	8
Relevant Policies	10
Employing ex-offenders	10



About Durham Wildlife Trust

Our Vision

Nature restored from Tees to Tyne

Our Mission

To deliver nature's recovery from the Tees to the Tyne with the backing of our supporters, partners and wider society; providing opportunities for participation, education and enhanced health and wellbeing.

Our Goals

Nature in Recovery (30 % of land and sea by 2030)

- 40,000ha of additional land improved for nature and the restoration of natural processes.
- 1000ha of this to be additional land managed by Durham Wildlife Trust.
- Robust local metrics and data gathering to monitor progress.
- Exemplary land management of our own estate.

Meaningful Action (1 in 4 people involved)

- Adopting the 'Team Wilder' approach and a sub-region operational model based on local communities.
- Embracing supporters of all kinds and diversifying our audiences.
- Providing improved visitor destinations.
- Growing our public profile, operational partnerships and influence to bring about real change.

Nature-based Solutions (nature central to solving local and global problems)

- Durham Wildlife Trust is the local leader in Biodiversity Net Gain and other natural capital solutions.
- There will be an evidenced-based well-being focus across our activities.
- We will have a strategic approach to projects with nature-based benefits to highlight natural flood management, carbon sequestration, eco-tourism, water quality benefits (e.g. as realised by the Great North Fen).

The Organisation

The Wildlife Trusts are a grassroots movement of people from a wide range of backgrounds and all walks of life, who believe that we need nature and nature needs us. We have more than 900,000 members, over 39,000 volunteers, 3,600 staff and 600 trustees.



Durham is one of 46 Wildlife Trusts, part of a national federation. Each individual Wildlife Trust is a place-based independent charity with its own legal identity, formed by groups of people getting together and working with others to make a positive difference to wildlife and future generations, starting where they live and work.

Durham Wildlife Trust operates across County Durham, Darlington, Gateshead, South Tyneside and Sunderland and is part of the local community. The organisation is led by a Board of Trustees drawn from its membership, who among them have the broad range of skills and knowledge needed to ensure effective governance. Vital support across all the Trust's activities is provided by more than 250 regular volunteers. The Trust believes strongly in partnership, and we work with a wide range of organisations to deliver our work.

For over 50 years Durham Wildlife Trust has protected and restored nature, making a real difference for people and wildlife. Today we own or manage over 50 sites across 1300 hectares, protecting rare and threatened habitats and species, and delivering nature's recovery at a landscape scale. We deliver projects that provide solutions to the ecological and climate emergencies and offer opportunities for participation and learning to thousands of people every year.

Over the next few years our charity will continue to grow, providing opportunities for a wide range of talented people to join us to deliver our *Strategy 2030*. By 2030 Durham Wildlife Trust aims to deliver 30% of land and seas for nature, and 1 in 4 people taking meaningful action. To achieve those aims we will deliver our existing work to the highest possible standards and develop innovative new approaches.

Working for Durham Wildlife Trust

Durham Wildlife Trust is the leading organisation in environmental land management, nature conservation and rewilding in our region because of its dedicated staff.

Successful candidates will be joining our passionate and talented team of educators, influencers, fundraisers and skilled practical conservation officers and managers. To address the significant challenges faced by nature we need to recruit and retain committed and talented people and support them to develop further.

Central to the Durham Wildlife Trust staff journey is the ethos of personal and professional development. We offer a fun and stimulating working environment, with a competitive salary, holidays and benefits package -

- Staff welfare package, including access to online GP appointments for you and your family.



- Access to the unrivalled training and development opportunities available across the Wildlife Trusts national federation, as well as training provision by Durham Wildlife Trust.
- Flexible and hybrid working arrangements.

Durham Wildlife Trust is an inspiring and energetic place to develop your career and we welcome applications from anyone who wants a role that makes a difference. We are creating a work environment that's inclusive as well as diverse – where all our people can be themselves. Every idea, insight and perspective is valued.

About this role: Development Officer – Grants and Trusts

Over the last five years, the Trust has grown its income from £2 million to £4 million, helping to bring nature back and respond with increasing urgency to the ecological and climate emergencies. We need to maintain that increased effort and income from grants and trusts will be a vital part of our continued success. We are looking for someone who wants to be part of that success by playing a leading role in securing funding to support the charity's work.

Now is a crucial time in the charity's development. There is a greater need than ever for a strong local voice to champion nature, as well as growing public recognition of the value of the natural environment to society. Across the UK the Wildlife Trust movement has developed Bringing Nature Back – *The Wildlife Trusts Strategy 2030*.

Durham Wildlife Trust is looking for a creative individual with a flair for persuasive writing to help develop projects and project bids to further our charitable mission. A track record of generating restricted and unrestricted income from grants and trusts is advantageous. Such income will support the roll out of our own 2030 strategy by delivering nature restoration projects, public engagement, education and improving Trust facilities and the visitor experience.

This role forms part of the Trust's Development and Communications team. As well as the opportunity to feed into this team's other areas of work, you will meet regularly with colleagues from the Conservation team to develop project ideas. Trust staff are encouraged to gain experience of the full range of work the charity does. To gain that experience, there will be opportunities to participate in practical tasks, attend networking events and to support our education and engagement work.

As an organisation, we are open to new thinking and ideas. We welcome applications from people already working in nature conservation, or who come from other sectors and have the skills, ideas and knowledge needed.

As an employer, Durham Wildlife Trust provides as much flexibility as it can. This is a hybrid role, with at least one day per week based at the Trust's Rainton Meadows offices as part of a rota. The remainder of the week is free to work from home, or Trust offices if preferred. Hours are also flexible and we are looking for candidates



who could work between 25 and 37.5 hours per week. The day based at Rainton Meadows would ideally be 9 to 5, to support smooth running of the charity. The remainder of the hours can be worked on a flexible pattern, to be agreed. Some evening or weekend working will be required to meet the needs of funders and the communities we serve. The Trust operates a time off in lieu system.

The Process

If you have any questions about the role, or want to discuss potential hours and working patterns before submitting an application, please contact Emily Routledge, Head of Development and Communications by email in the first instance – eroutledge@durhamwt.co.uk

To apply, please complete the application form available on the Trust's website and provide a personal statement (maximum two sides of A4) setting out your suitability for the role, preferred hours and working pattern. Submit the form and statement as two documents by email to - Jobs@durhamwt.co.uk
Please put Development Officer Grants and Trusts in the subject line.

There is no fixed closing date for applications, as we wish to appoint as soon as possible with an expected start date of 1st July 2025. The vacancy will be removed from the Durham Wildlife Trust website upon closure, you can also contact eroutledge@durhamwt.co.uk or 0191 584 3112 to confirm whether applications are still open in advance of applying.

Please note, CVs and/or covering letters will not be accepted.



Job Description

Identification of Post

Post title: Development Officer – Grants and Trusts.

Function: To secure restricted and unrestricted funding

Responsible to: Head of Development & Communications.

Purpose of Post

- To secure unrestricted and restricted funds through grant-makers and charitable trusts.
- To maintain and develop excellent relationships with funders.
- To contribute to the strategic development of the Trust as a valued member of the development team.

Main Responsibilities

- To work with colleagues to identify funding needs across the organisation
- To develop funding applications to support delivery of the Trust's strategy.
- To write and submit high quality applications.
- To manage systems to collect the data needed to provide reports for funders
- To produce and submit reports and claims to funders
- To ensure that the Trust maintains excellent relationships with existing funders.
- To develop long term, beneficial relationships with new funders.
- To contribute to the management of Durham Wildlife Trust by providing information and expertise for management.

General Duties

- To pursue personal professional development, including attending training courses as and when required.
- To liaise with all Trust staff, honorary officers and volunteers on relevant issues.
- To attend meetings and events as requested.
- Undertake any other duties as requested by the Trust Director in line with the seniority and nature of the post and the aims of Durham Wildlife Trust.
- To promote the Trust's charitable objectives and strategy.
- To follow the Trust's policies and procedures.
- Where appropriate, promote membership of the Trust.
- Present a professional image of the Trust at all times.



General Terms and Conditions

- Salary:** For a full time (37.5 hours/week) role, the salary is £29,741.00 per annum – pro rata for part time.
- Term:** Fixed term (Maternity Cover) 1st July 2025 – 30th April 2026.
- Pension:** Employees will be automatically enrolled into the Durham Wildlife Trust pension scheme. Minimum employee contribution 3% of salary and employer contribution 6% of salary. Employees can decide to dis-enroll from the pension scheme if they choose.
- Hours:** Between 25 and 37.5 hours, to be agreed. Occasional evening and regular weekend work will be required.
- Holidays:** The number of days paid holiday per year is 31 days for a 37½ hour week inclusive of Bank and Statutory Holidays. Part-time employees are entitled to pro-rata holidays and public holidays.
- If you start your employment during the leave year, the holiday entitlement will be calculated on a pro-rata basis depending on the number of completed months of service and hours worked.
- After two years of continuous employment, you will be entitled to one extra paid day of leave per year worked, up to a maximum of five extra days per year.
- Place of work:** Usual place of work will be Rainton Meadows, Houghton-le-Spring, DH4 6PU. You may be required to work from other DWT premises at the discretion of Trust management.
- Durham Wildlife Trust currently operates hybrid-working arrangements, with a mix of office-based working and working from home as set out in a rota.

Person Specification

Criteria	Essential	Desirable
Education and Training	Relevant degree or equivalent, or substantial experience in a similar role of equivalent seniority. A full UK driving license and use of own vehicle.	Membership of a relevant professional body e.g. Chartered Institute of Fundraising
Experience	Relevant experience and track	Experience of developing and



	<p>record of successful income generation from grants and trusts, which is likely to be demonstrated by at least 3 years employment in a similar role.</p> <p>Experience of bid development and writing.</p> <p>Experience of maintaining and developing relationships with funders.</p> <p>Experience of managing data collection and recording relevant to fundraising.</p> <p>Experience of producing claims and reports for funders.</p>	submitting bids, and reports and claims, to the National Lottery Heritage Fund.
Knowledge	<p>Knowledge of funding and funders relevant to Durham Wildlife Trust.</p> <p>Understanding of the principles and practice of fundraising to ensure high standards are maintained.</p> <p>Proficiency in the Microsoft 365 suite.</p>	<p>Understand the specific requirements and responsibilities placed on a charity and limited company.</p> <p>Understand the nature conservation sector, the organisations that operate within it and its existing funding streams.</p>
Skills and Abilities	<p>Ability to organise your own workload effectively and work largely under your own initiative, as well as part of a team.</p> <p>Excellent written and verbal communication skills.</p> <p>Ability to plan and manage work programmes and budgets.</p>	
Personal	<p>Highly motivated and enthusiastic.</p> <p>Can identify opportunities, seek out, and implement new ideas.</p>	



	<p>Can work to tight deadlines and under pressure when required.</p> <p>Tactful and diplomatic, respectful of others.</p> <p>Able to work occasional weekends and evenings.</p>	
--	---	--

Please Note - This role requires a Basic Level DBS check that will be repeated every three years. Any offer of employment made in relation to this role will be subject to satisfactory DBS check.

Relevant Policies

Please read the policy information below before completing your application.

Employing ex-offenders

This written policy on the recruitment of ex-offenders is made available at the start of the recruitment process to all applicants for roles requiring a Disclosure and Barring Service check.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Durham Wildlife Trust complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly.

Durham Wildlife Trust undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. Durham Wildlife Trust can only ask an individual to provide details of convictions and cautions that Durham Wildlife Trust are legally entitled to know about. A DBS certificate at either standard or enhanced level can legally be requested where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended and, where appropriate, Police Act Regulations as amended.

Durham Wildlife Trust can only ask an individual about convictions and cautions that are not protected.

Durham Wildlife Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.



Durham Wildlife Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

Durham Wildlife Trust select all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after an assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

At interview, or in a separate discussion, Durham Wildlife Trust ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Durham Wildlife Trust makes sure every subject of a criminal record check submitted to DBS is aware of the existence of this policy and makes a copy available on request. Durham Wildlife Trust undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

