Durham Wildlife Trust
From Tees to Tyne



JOB PACK

Development Manager

Salary: £36,761 per annum
Location: Rainton Meadows, DH4 6PU
37.5 hours per week / Fixed term 1 year
Closing date: 9am Tuesday 1st December
For more details contact:
Emily Routledge, eroutledge@durhamwt.co.uk


Photo: Enid Hoseason

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Photo: Enid Hoseason

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

Goal 1. From Tees to Tyne, people care about nature and are taking meaningful action to support nature recovery.

For nature to be protected and restored from Tees to Tyne, people have to care for nature. People care for nature as they experience it and come to appreciate it. Around 1.75 million people live or work between the Tees and the Tyne. Their access to and love of nature is our goal.

As the leading wildlife organisation operating across our area, with over 50 nature reserves providing a valued local resource, the Trust will help more people to experience, care for and take meaningful action for nature, more often.

The Trust will support farmers, land managers, politicians, community groups and councils with advice, partnership, expertise and, where appropriate, delivery support.

Goal 2. Nature is recovering from Tees to Tyne. Habitats are thriving and connected and wildlife is more abundant.

Durham Wildlife Trust's area runs from the Tees to the Tyne – the southern and northern boundaries of the historical County Durham – and covers around 270,000 hectares. Our vision is to restore our region's rich natural heritage and landscapes and the species that live in them.

We also recognise that nature recovery at the scale we need requires action far beyond land directly managed by the Trust and we will work in partnership with others to deliver that aim.

As well as managing exemplar nature sites on our reserves we will influence, advise and campaign to encourage other stakeholders to improve land for nature. Our goal is for nature to thrive across the range of landscape from the Tees to the Tyne, from private homes to large estates and everything in between. Already this goal is

shared with many.

Goal 3. Nature-based solutions are recognised and valued as making our region more resilient and its people safer and better off.

Society faces many challenges from climate change and pollution, from conflict and social polarisation, from inequality and mental health. These challenges are often global and can seem huge and overwhelming. Yet there are reasons for optimism as it is increasingly recognised that reversing nature loss – itself a global challenge that is deeply connected to many of the others – can often provide the simplest and most robust solutions.

Nature-based solutions often require long-term commitment, but their economic value is growing in recognition, and through them nature restoration has a growing role to play in making society safer and better off.

Whilst nature recovery remains the Trust's central goal, the wider benefits it creates are central to the story we will tell. We will continue to champion nature-based solutions and in our regional partnerships we will contribute to their implementation.

Goal 4. Durham Wildlife Trust is the trusted leader in nature recovery from Tees to Tyne and has the resources needed to deliver lasting impact.

There needs to be ongoing attention paid to strengthening the charity and its ability to play the leadership role in nature recovery that is required.

We will invest in the recruitment, retention and reward of our staff. We will explore avenues for income growth to support greater delivery and we will spend for maximum impact for nature recovery. We will professionalise our use of data and technology.

The Federation

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 almost a million members, over 39,000 volunteers, 3,600 staff and 600 trustees.

About Durham Wildlife Trust

Durham is one of 46 Wildlife Trusts, part of a national federation. Each Wildlife Trust is a place-based independent charity with its own legal identity.

Durham Wildlife Trust operates across County Durham, Darlington, Gateshead, South Tyneside and Sunderland. The organisation is led by a Board of Trustees drawn from its membership, with a broad range of skills and knowledge to ensure effective governance. More than 450 active volunteers provide vital support across all activities and strong partnerships assist the delivery of our work.

For more than 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 achieve our goals 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 join 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, holiday entitlement and benefits package -

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

For more than 50 years, Durham Wildlife Trust has protected and restored nature from the Tees to the Tyne with the backing of its members, supporters and partners. Our Strategy 2030 aims to secure the resources needed to deliver lasting impact for nature recovery and growing both unrestricted and restricted income is central to achieving that aim.

The Development Manager will lead the Trust's income generation team to maintain and grow support for Durham Wildlife Trust, supporting colleagues to deliver target levels of unrestricted and restricted income. The role will develop opportunities across seven areas: membership; appeals and donations; business partnerships; high-value supporters and philanthropic giving; Gifts in Wills and Gifts in Memory; charitable trusts, foundations and grant makers; and in-kind support.

Durham Wildlife Trust is looking for a strategic and proactive leader with a track record of successful income growth. The successful candidate will support the development of the Trust's fundraising strategy and lead its implementation. They will also cultivate major gifts, oversee grant applications and manage the fundraising team and budget.

This role is part of the Trust's Development and Communications team and line manages four Development Officers (Communications, Data & Marketing, Supporter and Grants & Trusts). You will work collaboratively with colleagues across the Trust to plan fundraising campaigns and supporter events, and build strong, supporter-centred relationships with donors and funders.

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 fundraising 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.

This is a full-time role, with an initial one year period, as part of a maternity cover. The Development Manager will also be required to take part in the Duty Manager rota, acting as an out-of-hours contact in case of emergency.



The process

Questions about the role

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

How 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.

Submit the form and statement (as separate documents) by email to – eroutledge@durhamwt.co.uk Please put Development Manager in the subject line.

Closing date for applications

Applications will close at 9am on Tuesday 1st December 2026. Applications received after the deadline will not be reviewed. Due to the volume of applications, we are unable to provide personalised feedback to those who are not shortlisted for the role.

Interviews

Interviews are scheduled to take place at Rainton Meadows Nature Reserve, DH4 6PU on Friday 11th December 2026. Should you have any concerns regarding availability for interview, please contact eroutledge@durhamwt.co.uk

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

Job description

Identification of post

Post title: Development Manager

Function: To develop opportunities for growth and support colleagues to deliver target levels of unrestricted and restricted income.

Responsible to: Head of Development & Communications (HoDC) / Trust CEO during HoDC maternity leave

Responsible for: Development Officers x4 (Communications, Data & Marketing, Supporter and Grants & Trusts)

Purpose of Post

- Lead the income generation team to maintain and grow support for Durham Wildlife Trust.
- To achieve this, you will develop opportunities in these areas:
  - Membership
  - Appeals and donations
  - Business partnerships
  - High-value supporters and philanthropic giving
  - Gifts in Wills and Gifts in Memory
  - Charitable trusts, foundations and grant makers
  - In-kind support

Main responsibilities

- Support development of a comprehensive fundraising strategy aligned with the Trust's vision and goals and lead on its implementation.
- Deliver unrestricted and restricted income targets as directed by the Head of Development & Communications.
- Create and maintain a sustainable pipeline of fundraising initiatives.
- Line management, through supporting target development, leading appraisals and offering guidance and support.
- Cultivate and secure major gifts, to realise local philanthropic giving potential.
- Oversee the identification, application and management of grants from various funding bodies.
- Design Trust fundraising campaigns, including revenue campaigns, annual appeals and special projects.
- Build and maintain strong relationships with donors, ensuring effective stewardship and recognition, and foster a supporter-centred approach to fundraising.
- Working collaboratively across teams, oversee the planning and execution of fundraising and supporter events, ensuring they meet financial and engagement goals.
- Manage the fundraising budget, ensuring efficient use of resources.

General duties

- To provide reports as required by the Head of Development & Communications and Trust Director.
- To act as an ambassador for Durham Wildlife Trust at events, networking and other opportunities.



- Liaise with RSWT and other Wildlife Trusts to make best use of successful ideas for fundraising from across the movement.
- To pursue personal professional development, including attending training courses as and when required.
- To maintain effective external relationships with other individuals and partner organisations as appropriate.
- 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 Head of Development & Communications and 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.
- Always present a professional image of the Trust.
- Participate in the Duty Manager rota.



General terms and conditions

Salary: For a full time (37.5 hours/week) role, the salary is £36,761 per annum – pro rata for part time.

Term: Fixed term contract for an initial 1 year period, any continuation will be subject to funding.

Pension: Employees will be automatically enrolled into the Durham Wildlife Trust pension scheme. Minimum employee contribution 3% of salary and employer contribution 6% of qualifying salary. Employees can decide to opt out from the pension scheme if they choose.

Hours: 37.5 hours per week, usually Monday-Friday 9am-5pm, with a 30 minute unpaid meal break per day. Weekend and evening work will be required from time to time, and the post holder will take part in the Duty Manager rota.

Holidays: The number of days paid holiday per year is 33 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. Years of service at another Wildlife Trust count towards holiday entitlement

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. A full UK driving licence and use of own vehicle.	Demonstration of ongoing professional development, e.g. membership of a relevant professional body. Relevant postgraduate qualification.
Experience	Substantial relevant experience (likely to be demonstrated by at least 3 years' experience in a similar role) and a track record of successful income growth from at least two of the following areas: fundraising, corporate sponsorship, major donor giving or membership. Experience of managing staff and/or volunteers and having responsibility for budgets and resources. Experience of maintaining and developing relationships with funders and/or donors. Experience of managing and applying a CRM system to deliver fundraising goals.	Experience of bid development and bid writing. Experience of project development and management, including seeking and drawing down funding and developing relationships with funders. Experience of communicating environmental and social impact to gain support. Experience of developing and delivering successful marketing campaigns. Experience of managing a fundraising department.
Knowledge	Excellent knowledge of funding regimes relevant to Durham Wildlife Trust. Excellent understanding of the principles and practice of fundraising, supporter recruitment and retention, including the Fundraising Regulator's code of practice. A high level of proficiency in the Microsoft 365 suite.	Understand the specific requirements and responsibilities placed on a charity and limited company. Understand the nature conservation sector, the organisations that operate within it and its existing funding streams.

Person specification

Skills and Abilities	Demonstrable ability to think strategically and deliver your employer's strategic goals. Proven leadership ability, enabling you to manage, motivate and guide colleagues. A creative and critical thinker, able to identify how development opportunities align with Trust priorities. Able to align the principles and practices of fundraising with operational needs to ensure high standards are maintained. Excellent interpersonal, written and verbal communication and presentation skills and the ability to communicate to different audiences using different techniques. Ability to negotiate and work productively with partners. Ability to plan and manage work programmes and budgets.	Ability to deploy marketing principles to achieve fundraising goals.
Personal	Highly motivated and enthusiastic. Entrepreneurial – can identify opportunities and seek out and implement new ideas. Can work to tight deadlines and under pressure when required. Tactful and diplomatic; respectful of others. Able to work weekends and evenings as required. Good people skills, able to develop strong relationships. Ability to listen, absorb and allow effective conversation.	Passionate about addressing the ecological emergency.

Relevant policies

Please Note - Durham Wildlife Trust takes its safeguarding responsibilities extremely seriously. Information on our commitment to safeguarding and our safeguarding policies is available on the Trust's website. The successful applicant for this role will be subject to 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 a satisfactory DBS check and references.

Relevant Policies

Please read the policy information below before completing your application.

Safeguarding

Durham Wildlife Trust (DWT) is committed to safeguarding and promoting the welfare of all vulnerable adults, and children and young people engaged in the breadth of its activities. DWT acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse or neglect.

DWT implements the approved disclosure procedure for criminal record checking through the Disclosure and Barring Service for all staff and volunteers who work regularly with children or adults at risk.

In doing so, DWT will ensure that it complies fully with the DBS Code of Practice and its obligations under the General Data Protection Regulation and any other legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosures and Disclosure information. We require the applicant's consent before requesting this check.

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.