

RECRUITMENT PACK

FUNDRAISING OFFICER TRUSTS & FOUNDATIONS



APPLICATION DEADLINE
13 MARCH 2024 AT MIDNIGHT



ACTION
FOR CONSERVATION

“

Action for Conservation comes in and listens to all our opinions. All of us in the group feel heard and like our opinion matters.

”

- Young person from North Liverpool Academy



ABOUT US



Action for Conservation (AFC) is a UK grassroots charity using innovative approaches to inspire and empower young people from diverse backgrounds, between the ages of 12 and 24, to become the next generation of environmental leaders.

We are at a critical moment in our earth's history, and it has never been more important to empower every young person to fight for their future, the future of the planet and to build a youth movement committed to the earth.

You can read more about who we are and our work in our new **[Five-year Strategy \(2023-2027\)](#)**.

VISION

Every young person in the UK is moved and empowered to protect and restore the living world

MISSION

To bring the magic of nature into young people's lives, inspiring a youth movement committed to conservation, restoration and to the Earth

VALUES

Diversity, Wonder, Hope, Action, Change.

WHAT WE DO

1 Connect young people to nature

We build young people's understanding of and connection to the living world, inspiring and motivating them to lead change in their communities.

2 Provide support and tools

We provide young people with access to expertise, safe, judgement-free spaces to discuss their ideas, opportunities to take action, and logistical support so that they are equipped with the tools to make a difference for the planet.

3 Change decision-making practices

We develop and showcase best-practice examples of inclusive, intergenerational decisionmaking at a landscape-scale through to a community level, influencing the wider sector to work with us and adopt new ways of acting.

4 Drive a diverse and inclusive sector

We support the sector to create inclusive volunteer, trainee and employment opportunities that will appeal to young people from underrepresented and minority backgrounds.

5 Shape system change

We reinforce ecological and intergenerational values, and we help young people share these widely, in order to inspire and influence young people to bring about systemic change.



ABOUT OUR PROGRAMMES



WildED

Our flagship programme for secondary schools and youth groups helps young people to learn about current environmental issues and motivates them to be part of the solution by developing their own action projects to tackle environmental issues in their communities that they care about.

Summer Camps

Our residential Summer Camps take place in UK National Parks where young people spend an all-inclusive five days immersed in nature. They explore habitats, take part in hands-on conservation activities, see incredible wildlife and make friends for life.

Ambassador Programme

A year-long mentoring scheme for young people who graduate from our camps. Youth Ambassadors take part in events and webinars to further develop their skills and knowledge and receive mentoring and support from us to pursue independent projects, from creating food growing clubs to running sustainable fashion workshops in their local communities. We also help them to access and participate in meaningful decision-making opportunities with other organisations.

Intergenerational Nature Restoration

We are working with young people to develop a 'gold standard' of intergenerational nature restoration and decision-making. In 2019, we launched our flagship 500-acre Penpont Project in the Brecon Beacons National Park, the largest of its kind in the world. We are now working to develop a network of intergenerational 'Action Sites' in London, Bristol and Manchester.

ABOUT THE ROLE

Action for Conservation is looking for a Fundraising Officer to join our dynamic team and help us maximise income from trusts, foundations and statutory sources to deliver on our ambitious new five-year strategy

Title: Fundraising Officer - Trusts and Foundations

Start date: As soon as possible

Contract type: Full-time, permanent

Probationary period: 3 months

Starting salary: £27,850 - £30,689 depending on experience

Location: Preferably Bristol, but London, Manchester or remote will also be considered

Hours of work: 35 hours per week, 5-day working week. Some evening and weekend work will be required, for which time off in lieu (TOIL) can be taken

Benefits: 25 days annual leave plus public holidays, increasing to 30 days after 5 years, additional paid professional development and volunteer days, workplace pension, professional development opportunities and more (see the 'Why work with us' section for details)

As Fundraising Officer - Trusts and Foundations, you will work closely with the Fundraising Manager and the Chief Executive to grow our income from charitable trusts, foundations and statutory funding sources, with a particular focus on high-value unrestricted and multi-year funding. You will be a driving force behind our fundraising applications and reports, producing compelling, tailored fundraising content to drive donor engagement and maximise income opportunities. With support from the Fundraising Manager, you will also manage the trusts and foundations pipeline, from researching new prospects and identifying the most appropriate approach for each funder to coordinating grant administration, monitoring and reporting.

To succeed in this role, you will be a skilled and persuasive communicator with a keen eye for detail, excellent organisation and time-management skills and a flexible, highly proactive and self-motivated approach to your work.



JOB DESCRIPTION

Role: Fundraising Officer – Trusts and Foundations

Reports to: Fundraising Manager

Responsible for: No direct reports

Main duties:

Income generation

- Support the Fundraising Manager to deliver Action for Conservation's fundraising strategy, with a focus on maximising income from trusts, foundations and statutory sources.
- Proactively research and identify new grant funding opportunities in line with Action for Conservation's yearly plans, strategic priorities and funding needs.
- Maintain an up-to-date rolling pipeline for grant funding opportunities and provide regular updates and reports on performance against objectives to colleagues.
- Write tailored, high quality and compelling funding proposals, expressions of interest, concept notes and other cases for support as relevant, steering input from colleagues and external partners as needed.
- Ensure that funding applications are produced and submitted in a timely manner.
- When a new funding opportunity is secured, coordinate all grant administration and compliance with funders' due diligence and terms and conditions.

Monitoring and reporting

- With support from the Fundraising Manager, ensure that grant monitoring and reporting requirements are fulfilled.
- Draft accurate, informative and engaging reports for funders that evidence compliance with grant requirements and progress towards key outcomes, steering input by colleagues and on occasion external partners as needed.
- Contribute to reporting calls and/or meetings with funders as needed.

Funder engagement

- Maintain strong relationships with trusts, foundations and statutory funders to encourage ongoing and increased support, through regular and proactive communications across a variety of channels.
- Support the Fundraising Manager with events and other stewardship activities throughout the year to cultivate new funder relationships and maximise engagement with existing funders.

JOB DESCRIPTION

Continued...

Systems and processes

- Maintain accurate and up-to-date records for trusts and foundations and statutory funding sources in our fundraising database, and support other administrative tasks as needed.

Other

- Attend events and network on behalf of the charity, acting as an articulate champion for our work amongst existing and potential supporters.
- Keep up to date on trends and developments in the sector.
- Attend as appropriate and participate in team and organisation-wide meetings, away days, events and activities.
- Work in accordance with our organisational policies, such as Child Safeguarding, Health and Safety, and Equality and Diversity policies.
- Support the continuous development and improvement of AFC's systems and processes to ensure the organisation runs smoothly and there is effective and efficient collaboration across the team.
- Undertake any other duties as reasonably requested relevant to the role and to your skills and abilities.



WHAT ARE WE LOOKING FOR?

Candidates must have the experience, knowledge and skills listed as ‘Essential’ (E) and these will be assessed throughout the application process. The experience, knowledge and skills listed as ‘Desirable (D)’ would be advantageous to have, but are not essential to be considered for the role.

Experience

- Fundraising from trusts, foundations and/or statutory funders, successfully meeting and ideally exceeding income targets **E**
- A proven track record of using initiative to secure major grants and donations **E**
- Using a fundraising database, ideally Salesforce **D**

Knowledge

- Fundraising regulations and best practice **E**
- Understanding of donor care and stewardship **E**
- Understanding of the youth, environmental and or/education sectors **D**

Skills, Abilities & Personal Attributes

- Superb written communication skills, with a keen eye for detail **E**
- Excellent interpersonal and teamwork skills **E**
- A positive, proactive, self-reliant and solutions-oriented approach to work **E**
- Excellent organisation and time management skills and ability to prioritise effectively, work to deadlines and adapt to changing circumstances **E**
- Good IT literacy skills, ideally including Google Workspace applications suite **E**
- Willingness to travel for work and work outside of regular office hours when required in order to fulfil the requirements of the role **E**
- Commitment to Action for Conservation’s vision, mission and values **E**

WHAT DO PEOPLE THINK OF US?



Dame Caroline Mason, Chief Executive of the Esmée Fairbairn Foundation

“In a relatively short space of time, Action for Conservation has made a huge impact. They have helped to re-energise the environmental movement by building young people’s passion for the natural world in schools and communities across England and Wales. Through their programmes, they show that you don’t need to work in a traditional environmental role to take action and be an environmentalist. Their project in the Brecon Beacons is the UK’s first large-scale, intergenerational nature restoration project, bringing together farmers, young people from diverse backgrounds, landowners and scientists, and supporting them to learn from each other. Shaped and driven by young people, Action for Conservation is an ambitious organisation that is working to challenge problems with inclusion in the sector to enable a new and diverse generation of leaders with the power to tackle the nature and climate crises.”

WHY WORK WITH US?

You'll be joining a young, mission-driven team who truly love what they do. Working with young people is always rewarding, sometimes challenging and never boring, and you'll get to experience first-hand the positive impact that your work has. We work hard whilst maintaining a positive work-life balance and spend lots of time outdoors.

In 2023, we were recognised by Escape the City as one of the **top progressive places to work** from over 13,000 nominations, after a rigorous assessment across six criteria, including Mission, Impact, People, Planet and Innovation.



Some of the benefits of working at Action for Conservation include:

- 25 days of annual leave plus public holidays, plus one additional day for each year served up to a maximum of 30 days
- Up to 5 days of professional development leave and up to 4 paid volunteer days each year
- A workplace pension with 3% employer contributions
- Access to flexible working to help you maintain a healthy work-life balance
- Regular team and organisational away days in the great outdoors
- Joining a growing organisation with the possibility to progress within the team as opportunities arise
- A robust training package and a bespoke development plan, co-developed with your line manager, to support your progression and career aims
- Opportunities to develop new skills and knowledge such as public speaking, youth engagement, group facilitation, practical conservation, and others
- Opportunities to share your voice and shape the direction of our work, ensuring that our content is relevant and reflective of your interests and the issues facing your community
- Seeing the impact of what you do, as you transform young people's lives



OUR COMMITMENT TO DIVERSITY



Diversity is one of our core values as an organisation and we are committed to creating an inclusive working environment where diversity is valued and there is equality of opportunity. We also recognise that the climate and ecological crisis disproportionately impacts minority and/or marginalised communities – yet these voices are largely underrepresented in the sector. Currently, the environmental sector is the second least diverse in the UK, with just 4.8% of employees from ethnic minority backgrounds. If the environmental movement is to succeed in creating a greener future that supports society as a whole, we need diverse voices at the heart of our programmes. We therefore encourage people from demographics that are currently underrepresented in the environmental movement to apply.

Guaranteed Interview Scheme

We particularly encourage applications from people from ethnic minority backgrounds or living with a disability or long-term health conditions. We will offer an interview to any candidates from ethnic minority backgrounds or living with a disability who opt into our Guaranteed Interview Scheme when applying and who meet the essential criteria for this role.



KEEPING YOUNG PEOPLE SAFE



We are committed to ensuring that robust child safeguarding practices are seen as the norm, so that safeguarding becomes everybody's business. We expect all staff, volunteers and partners to protect the young people we work with from harm and abide by our Child Safeguarding Policy. Prior to appointment, the selected candidate will be required to provide two work references and complete an enhanced Disclosure and Barring Service (DBS) check.



HOW TO APPLY

Please complete the online application form to apply.

A link to the form can also be found on the 'About Us' page of our website under the post for this vacancy. As part of the application process, you will need to submit your CV. It is important that in your application you demonstrate clearly and provide examples of how you meet the requirements for the role.

The deadline for applications is Wednesday 13 March 2024 at midnight.

Shortlisted candidates will be notified by email and invited to interview by 21 March. Interviews will be held remotely on 25 - 27 March, with the possibility for second interviews, if needed, during the week commencing 01 April.

Pre-employment checks

Please be aware that this role requires two satisfactory work references, including one from your current or most recent employer, as well as the completion of an enhanced DBS check, which we will organise for the successful candidate. All applicants must have the right to work in the UK. We are currently unable to offer visa sponsorship.



[Online Application Form](#)



[**careers@actionforconservation.org**](mailto:careers@actionforconservation.org)



[**www.actionforconservation.org**](http://www.actionforconservation.org)

If you would like further information, support with access requirements, such as an adjustment to the application or interview process, or an informal chat, please contact us by email.