



WHITLEY FUND FOR NATURE

GRANTS MANAGER - JOB SPECIFICATION

The Whitley Fund for Nature (WFN)

WFN is a UK-registered charity (www.whitleyaward.org no. 1081455) offering funding (Awards) and media profile to inspiring leaders of wildlife conservation projects across the Global South. We support pragmatic, sustainable and long-lasting work rooted in science and community involvement. The charity funds projects directly and we remain in regular contact with our winners. WFN also raises awareness of the serious problems facing wildlife and their habitat through promoting the work of winners. We focus support on nationals (leaders who were either born to the country where they work or have gained nationality) and aim to build the capacity of successful local NGOs and grassroots work. We fund mainly in Africa, Asia and South/Latin America where income is often hardest to raise and can have the biggest impact for people and biodiversity.

Our funding is raised each year, mainly from family foundations and trusts, as well as from individuals, corporates and international NGOs. WFN is governed by a committed trustee board. Our small team is dynamic, hard-working and strives to go above and beyond expectations. The charity benefits from high profile support from patron, HRH The Princess Royal and Trustee Sir David Attenborough.

Position of Grants Manager

This position offers the successful candidate a key role managing and administering WFN's portfolio of winners (our grantees), through which you will have regular contact with leading conservationists working on some of the most pressing conservation issues of our time. Last year marked the 25th anniversary of WFN, we were able to highlight the collective impact of our winners, and raised more than a million pounds to support their work in the future. The post holder will manage WFN's international conservation grants programmes across the Global South (mainly in Africa, Asia, Latin and South America), including Whitley Award and Continuation Funding application assessment, monitoring and evaluation of active grants and development of our 200 strong global winner network, working closely with the Director. If you are a proactive and ambitious individual and who is looking for an opportunity to contribute to a dynamic high impact charity that supports grassroots conservation, then this is the position for you.

Team

The Director of WFN (5 days/wk) is responsible for delivering the charity's mission and strategic aims, governance, and the development of new major fundraising partnerships. She also oversees the charity's operations and team management, and is head of conservation programmes (Whitley Awards & Continuation Funding). The Head of Partnerships (5 days/wk) is responsible for major donor liaison and reporting, developing new proposals for funding, and holds a key role in organising fundraising events, working closely with the



Director on fundraising. The Grants Manager (5 days/ wk) supports the Director across WFN's grants programmes, leading on the administration and management of applications, monitoring of active grants and development of our winner network. They support the team across events and winner communications. The Office Manager (3 days/wk) is responsible for day-to-day office management, I.T., database management and supporting the Director with the charity's operations. The Finance Manager (1.5 days/wk) manages the charity's budget, finances and payments (grants/suppliers).

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WHITLEY AWARDS PROGRAMME

Often referred to as the 'Green Oscars' the Whitley Awards are the result of an international search to find, fund, train and put a spotlight on outstanding grassroots leaders and their effective conservation projects.

- Field general enquiries relating to the Whitley Award application process.
- Disseminate Whitley Awards call for applications annually (summer).
- Administer incoming Whitley Award applications.
- Review all applications including Initial Screen and Scoring Stage.
- Conduct due diligence on proposals.
- Assist in the administration of external assessments.
- Create documentation for decision making by assessors and Judging Panel.
- Manage outcome notifications and provide constructive feedback.
- Support the Director in arranging the Judging Panel Meeting and Finalist Interviews, including production and distribution of relevant documents.
- Ensure all required documentation received prior to finalist arrival in London.
- Attend Judging Panel Meeting and Finalist Interviews, contribute to questioning and decision making, take minutes.
- Review the application process and forms annually to evolve (summer).

WHITLEY AWARDS CEREMONY WEEK & AUTUMN EVENTS

Whitley Award Finalists are invited to London for a week of training and events, culminating with the Whitley Awards Ceremony, where winners receive their Awards from WFN patron, HRH The Princess Royal in front of 500 guests.

- Participate in organising the annual Whitley Awards Ceremony and associated events during the Awards Week alongside the team (mainly from January to April) to deliver a week that raises the profile of winners, gives them the tools they need to succeed and inspires donors.
- Organise finalist travel visas.



- Draft content for the Whitley Awards Ceremony booklet and winner webpages.
- Assist winners with their speeches, review drafts, feedback and help practice to produce inspiring results.
- Lead organisation and delivery of the NGO Reception including venue, catering, invitations, guest list management and event welcome to help winners network and make contacts that could go on to fund or collaborate with them in future.
- Organise winner media training in print, radio & TV at HSBC.
- Arrange winner legal presentation from partner, the Thomson Reuters Foundation.
- Organise other winner events during the week where scope e.g. workshops.
- Assist with additional tasks for the Ceremony Week as needed.
- Fundraising events are held annually each autumn and you will need to assist with these events where relevant to winners/grants.

CONTINUATION FUNDING PROGRAMME

Our Continuation Funding programme provides vital support and follow-on grants to previous Whitley Award winners, enabling expansion of their work.

- Field alumni enquiries relating to the Continuation Funding programme.
- Disseminate call for applications to alumni annually (Feb).
- Administer incoming Continuation Funding concept notes and applications.
- Review all concept notes (spring) and applications (summer).
- Conduct due diligence on proposals.
- Arrange external assessment of Continuation Funding applications.
- Draft funding recommendations.
- Create documentation for decision making by senior staff and board.
- Draft outcome notifications and feedback to applicants.
- Review the application process and forms annually to evolve (Jan).

MANAGEMENT, ADMINISTRATION AND MONITORING OF ACTIVE GRANTS - ALL PROGRAMMES

- Keep winner files and the Salesforce CRM database up to date with winner contact info, project data, grant payments, reporting and communications.
- Liaise with Finance Manager to ensure timely payment of grants, including the release of new tranches in multi-year grants carrying out relevant administration.
- On payment, confirm the date of receipt and local currency value of funding.
- Brief grant recipients on reporting requirements and set report deadlines at the start of their grants. Ensure reporting dates entered into winner files and Salesforce.
- Track grant progress updates and keep in touch with winners.



- Send reminders to winners prior to reporting deadlines and ensure they have correct reporting forms.
- Chase any overdue reports.
- Administer incoming reports and enter received dates into winner grant records on Salesforce.
- Assess written and financial reports from winners (including Interim and Final Reports), draft Report Assessment Forms and provide feedback.
- Regularly update Director of salient news, deadlines, reports to be assessed/grants to be closed, key achievements and any concerns or changes to projects that need approval.
- Collate top winner achievements for monthly circulation to team so everyone remains engaged with the work on the ground.
- Annually review and evolve measures used to monitor winner impact (quantitative and qualitative). Collect on-going impact data and analyse to produce results.
- Oversee Impact Assessments when timely (usually with an external consultant) and produce written reports on the results when required (WFN is currently in the process of producing its 25 year Impact Assessment Report).

WINNER NETWORK DEVELOPMENT

Over the past 25 years WFN has given nearly £15 million to support the work of 200 conservation leaders in 80 countries across the Global South.

- Act as first point of contact for all grantees in day-to-day liaison, keeping in touch with winners, offering advice and assistance, building relationships with leading conservationists.
- Arrange to meet winners when visiting UK. Update the team weekly regarding winner visits and take forward opportunities with team members where apt e.g. donor/NGO meetings, winner engagement presentations.
- Regularly share funding, training, development and learning opportunities with winner network via bespoke winner e-letters.
- Develop and deliver winner events where scope e.g. winner workshops, symposiums, presentations and talks targeting supporters.
- With the Director oversee planning and organisation of WFN participation in international conferences and explore involvement of winners.
- Assist the Director to support winners where required e.g. with references and nominations for further prizes.
- Assist the Communications Manager to support winners with PR and communications as required (see communications section).
- Provide up-to-date content for the 'funding opportunities & useful links' section of WFN's website.
- Spot opportunities for collaboration and knowledge sharing among winners and relevant parties, and facilitate introductions to maximise the collective impact of the network.



- Strategically develop how we can best harness the potential of this 200 strong network in line with our mission – thinking of the ‘bigger picture’.

COMMUNICATIONS SUPPORT

In line with our mission and as a ‘Conservation Optimism’ partner, WFN champion the sharing of success stories that resonate with supporters and demonstrate we can make a difference.

- Provide support of communications relating to winners.
- Contribute to major donor reports on winner projects where required and fact check.
- Summarise grant outcomes / winner impact and produce written pieces to share with charity supporters via printed and digital platforms including:
 - annual review
 - ceremony booklet (e.g. drafting winner pages)
 - website pages and news stories
 - e-letters
 - press releases
 - ideas for social media posts

OTHER RESPONSIBILITIES

- Budget - Follow the charity’s financial procedures, negotiate and agree terms with the suppliers of all activities delegated to your post (as agreed at the annual budget meeting) and ensure the costs of the activities do not exceed the budgeted level without appropriate authority.
- Represent WFN at conferences, talks, events and other gatherings to spread our message, network with NGO colleagues and identify potential future winners.
- Other duties as may be requested of you by the Director from time to time. This job description is not exhaustive and may evolve.