



## WHITLEY FUND FOR NATURE

### GRANTS AND NETWORKS OFFICER – JOB SPECIFICATION

#### **The Whitley Fund for Nature (WFN)**

WFN is a UK-registered charity ([www.whitleyaward.org](http://www.whitleyaward.org) no. 1081455) offering funding (Awards), training 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, landscapes, climate and people through promoting the work of our winners. We focus support on nationals (leaders who were either born in 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 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, with a current annual income of £2m/year. 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, Trustee Sir David Attenborough, and Ambassadors Kate Humble and Tom Heap. Next year, WFN will be marking its 30<sup>th</sup> anniversary, which provides a special opportunity to celebrate 30 years of supporting inspiring conservation leaders, and to look to the future. In line with our ambition to raise £3m/year by 2025, we are expanding our team to meet targets and increase the amount of support we can channel to our growing network of conservationists around the world as we seek to further raise their profile and foster south-south collaborations among WFN alumni.

#### **GRANTS AND NETWORKS OFFICER - JOB SPECIFICATION** *REPORTING TO DIRECTOR, INTERFACE WITH HEAD OF GRANTS*

#### **MANAGEMENT AND MONITORING OF ACTIVE GRANTS – ASIA**

*Through WFN's Whitley Award and Continuation Funding programmes, we generally have approximately 70 open grants from across Asia, Latin America and Africa. The Head of Grants (HoG) will manage and monitor our Latin America and Africa grants, with the Grants and Networks Officer managing and monitoring our Asia grants.*

- Act as first point of contact for all grantees from Asia in reporting liaison, keeping in touch with winners, offering advice and assistance, and building relationships
- Keep winner files and the Salesforce CRM database up to date with winner contact info, project data, grant payments, reporting and communications
- Liaise with the Head of Finance to ensure timely payment of grants, following HoG approval, 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. Ensure reporting dates are entered into winner files and Salesforce
- Track grant progress updates and keep in touch with winners
- Ensure reminders are sent to winners prior to reporting deadlines and with 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), and complete Report Assessment Forms and provide feedback
- Regularly update HoG/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
- Arrange to meet winners when visiting UK. Update the team regarding winner visits and take forward opportunities with team members where apt e.g. donor/NGO meetings, winner engagement presentations
- Collate top winner achievements for regular circulation to team
- Work with the HoG to annually review and evolve measures used to monitor winner impact (quantitative and qualitative). Collect ongoing impact data and analyse to produce results
- Assist the HoC to support winners with PR and communications as required

### **Winner Network Development (WND)**

*Over the past 29 years WFN has given £20 million to support the work of 200 conservation leaders in 80 countries across the Global South. WFN's growing Winner Network is a major strength of the charity and with this lies opportunity to bolster our conservation impact via our Winner Network Development programme.*

- Lead on day-to-day management of WFN's Winner Network Development programme, reporting to the HoG who sets the strategy
- Regularly share funding, training, development and learning opportunities with the Winner Network, and keep the 'funding opportunities & useful links' section of WFN's website up-to-date
- Spot opportunities for collaboration and knowledge sharing among winners and relevant parties and facilitate introductions to maximise the collective impact of the network
- Facilitate and encourage exchanges within thematic and regional winner groups
- Monitor and oversee the Wildhub platform in relation to alumni and the winner groups, including regularly starting conversation threads
- Assist with group (co)chairs to organise meetings and to promote engagement
- Lead on organising and attending Winner Network training weeks (annually overseas), collaborating with the HoG
- Develop and deliver winner events where scope e.g. presentations and talks targeting supporters and working with the HoP and Director
- Coordination of winner logistics for events and UK travel
- With the Director and HoG, oversee planning and organisation of WFN participation in international conferences and explore involvement of winners
- Respond to arising needs to maximise WFN's support of winners and our conservation impact

### **WHITLEY AWARDS PROGRAMME**

*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.*

- Assist the HoG in disseminating the Whitley Awards call for applications annually (summer)
- Research potential applicants, projects and/or NGOs suitable for the Whitley Awards, including priority countries (e.g. northern Africa, "stans")
- Field general enquiries relating to the Whitley Award application process
- Administer incoming Whitley Award applications



- Lead the Initial Screen of Whitley Award applications, working with HoG
- Assist with application due diligence
- Document preparation for assessors/Judging Panel

## **WHITLEY AWARDS CEREMONY WEEK & AUTUMN/WINTER 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 450 guests.*

*Main responsibilities include:*

- Participate in organising the Whitley Awards Ceremony and associated events during the Awards Week alongside the team (January to April) to deliver a week that raises the profile of winners, gives them the tools they need to succeed and inspires donors
- Winner logistics (travel costs, flights, visas, hotel accommodation, schedules)
- Lead on organisation and delivery of the NGO Reception including venue, catering, invitations, and guest list management to help winners network and make contacts that could go on to fund or collaborate with them in future
- Arrange winner legal presentation from partner, the Thomson Reuters Foundation
- Organise other winner events during the week where scope e.g. workshops
- Carbon offset winner flights and the Whitley Awards week through a reputable scheme
- Assist with additional tasks for the Ceremony week as needed
- Assist with fundraising events held annually each autumn/winter where relevant to winners/grants

## **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.
- Other duties as may be requested of you by the Director from time to time. This job description is not exhaustive and may evolve.