



JOB DESCRIPTION

Job Title: Development Officer, Wildwood Escot
Responsible to: Fundraising Manager and Escot Park Manager
Responsible for: Raising funds to deliver the Wildwood Trust strategy
Grade: 5

1 JOB PURPOSE

Planning and delivering fundraising activities to achieve the income targets set for Wildwood Escot, to develop and sustain the park and charitable activities as described in the Wildwood Strategy. This will be through seeking donations from supporters and contributions from the local corporate community, delivering a programme of fundraising events, and applying for grants to support our conservation projects, core charitable activities, and future growth.

2 MAIN DUTIES

1. Working closely with the Fundraising, Marcomms and Park teams, researching, planning and delivering campaigns to attract supporters to Wildwood Escot.
2. Working closely with the Fundraising Manager and Park Manager, research and write applications to Charitable Trusts and Foundations and manage grants and reporting.
3. Organising and hosting visits and events for donors, sponsors and potential funders to Wildwood Escot, ensuring excellent relationship building and stewardship.
4. Researching, scoping and delivering a programme of corporate and community fundraising to achieve the targets set for corporate and community partnerships.
5. Work with our CRM system to maintain accurate records of supporter interactions and run reports to assist with managing donor relations and communications
6. Maximise gift aid and keep accurate records on the CRM system.
7. Ensure donations are efficiently processed and that supporters are thanked appropriately. Identify ways to improve the end-to-end thanking process.
8. Management of collection boxes in the park and community.
9. Adhere to the Fundraising Code and Charity Commission guidelines and other external regulations (e.g. GDPR) – as set out by WWT's processes, policies and procedures

3 SKILLS, KNOWLEDGE AND EXPERIENCE

The candidate will be someone who is genuinely passionate about British wildlife and its conservation, with a drive for furthering the Trust's charitable objectives. This role requires someone who has good communication skills, is organised, can prioritise their workload, and work effectively within a team.

1. Essential

- Experience of working in a fundraising, sales or marketing environment
- Excellent written English, including report writing and proofreading skills
- Familiarity with Microsoft Office

2. Desirable

- Experience in a fundraising position for a charity
- Good understanding of charity and fundraising regulations in the UK
- Experience with using CRM systems for reporting

4 ROLE DIMENSIONS

Annual Budgetary amount: £0
Number of staff reporting to the post (direct/Indirect): 0/0
Any other information:

5 OTHER CONSIDERATIONS

1. The post is advertised as part time, 22.5 hours per week, and may require weekend and bank holiday working.
2. Appointment will be subject to a six month probationary period.
3. No person shall be treated less favourably than another on the grounds of sex, sexual orientation, marital status, race, ethnic or national origin, religion, colour, age or disability. As an equal opportunities employer, applicants for staff vacancies shall be shortlisted for interview and appointed purely on the grounds of their suitability for the post as laid out in the advertised job description
4. Wildwood operates a no smoking policy in the park and in its offices.

6 EMPLOYMENT PACKAGE

The salary for the Development Officer is Grade 5 £25,000-27,999 pa pro rata.

Normal working hours are a 22.5-hour week, plus a half an hour unpaid for lunch each day; core hours are 9.00 am until 5.00 pm although the job may involve overtime, including some evening and weekend working as part of your normal duties.

The holiday allowance is 30 days a year pro rata, this includes statutory holidays.

Appointments are subject to confirmation after a six-month probation period.

Wildwood offers access to a stakeholder pension, details of which will be given to you on confirmation in post.

7 APPLICATIONS

Application is by C.V. and covering letter and must contain the following information:

- Name, address, contact phone numbers

- Personal Statement
- Employment history
- Educational history

You should include a statement of the relevant skills and experience that you believe you will bring to the job, paying careful attention to the requirements of the job outlined above. You should give two referees to whom we can turn for a confidential reference, one of whom should be your current or most recent employer. References will only be taken up for those candidates chosen for interview or, with regard to current employer, on offer of contract.

Applications will not normally be acknowledged. If you would like yours to be acknowledged, please enclose a stamped, self-addressed postcard.

Applications should be sent to Michael Lunn, Wildwood Trust, Herne Common, Herne Bay, Kent, CT6 7LQ. Or alternatively email jobs@wildwoodtrust.org. Interviews and selection tests will be held on site at Wildwood Escot by arrangement.