

**Wild Trout Trust  
Job Description  
Fundraising Events Officer**

**What and Who We Are After**

The Wild Trout Trust (WTT), established in 1997, is a registered charity dedicated to the conservation of wild trout in Britain and Ireland through protection and restoration of habitat.

WTT works in both rural and urban catchments with a variety of stakeholder groups including fishing clubs and other community groups, riparian owners, wildlife, rivers and fisheries trusts and the conservation and regulatory agencies. The core conservation role of WTT is the practical delivery of advisory visits, demonstration events and river habitat improvement projects, working with these stakeholder groups, to make things better for our rivers and lakes, their iconic wild trout and associated biota, across Britain and Ireland.



Our staff team currently comprises a Director, eight Conservation Officers out in the river, a Trust & Data Manager, a Communications Officer and a Company Secretary. We are seeking a part-time Fundraising Events Officer to join this team, working especially closely with the Director and Communications Officer to develop a number of new and existing major fundraising initiatives.

This will be a brilliant job for a dynamic, self-starting individual with significant fundraising experience in the charitable sector. You will need fundamental project management skills, full of ideas and able to take those to a successful conclusion. You must be able to work independently from home, yet be a strong team player in a disseminated workforce, have thorough organisational skills and attention to detail, be IT competent, with great interpersonal and social skills. You will have an existing network of relevant contacts (or demonstrate a capacity quickly to develop such a network), understand the ethos of WTT and the world in which we work and be able to communicate effectively with our supporters.

**Geographical Range of Work**

We will consider applicants from anywhere in the United Kingdom though it may be advantageous if your home base is somewhere close to our existing Director and Trust & Data Manager (central southern England) or our Communications Officer (south Wales).

Whilst the bulk of your work will be from home, you will have to travel away to run events and attend shows and meetings.

## **Terms of Employment**

The post will be offered on a part-time (0.6 FTE) basis, on an initial one-year contract.

Salary: £18000, plus a contribution to the employee's pension fund equalling 5% of salary, paid in monthly.

There is some flexibility around working hours and salary; we are most interested in securing what we believe to be the right person for this job.

Holiday entitlement: pro rata 25 days per annum plus statutory public holidays.

The post will be home-based and the officer will be expected to travel as required. A vehicle is not provided but mileage expenses at HMRC rates will be claimable for work-related journeys. Wherever practical, the use of public transport should be first choice for all business travel. Other reasonable business expenses, as agreed with the Director, will be claimable, e.g. telephone, internet, equipment, protective clothing. There will be some periods of extended working that may require stays of more than one night away from home.

## **Summary objectives and job purpose**

- Manage the WTT spring auction, with 300+ lots and essential, unrestricted income for the Trust;
- Develop relationships with trust supporters and seek to expand membership through further interaction with existing and potential supporters e.g. Annual Get Together, fishing weekends, 3-Fly fundraiser, themed lunches;
- Engage with current corporate partners and develop new corporate supporters for specific projects and/or core funds;
- Manage and lead the identification of, and approaches to, trusts and foundations that have not previously supported the work of WTT;
- Write tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations;
- Contribute new ideas for fundraising and identify suitable funding initiatives, calls for proposals etc;
- Produce detailed annual action plans on specific areas of responsibility outlined above, identifying areas for growth and development and outlining measurable objectives;
- Support the Director in the compilation of reports to funders e.g. Environment Agency, grant-awarding foundations.

## **Relationships**

Within WTT:

- Close working relationship with WTT Director, Communications Officer and trustees;
- Close liaison with WTT Conservation Officers to coordinate funding initiatives;
- Support from the Trust & Data Manager for payment of expenses, invoicing, etc.

External relationships with:

- Existing and potential WTT supporters e.g. individuals, angling clubs and other community groups, river & wildlife trusts, government agencies;
- Existing and potential corporate supporters;
- Grant-awarding trusts and foundations.

### WTT Fundraising Events Officer Person Profile

	<b>Essential</b>	<b>Desirable</b>
<i>Education/training/qualifications</i>	Degree level education.	Education or training in a relevant subject area (e.g. Fisheries Management, Conservation).
<i>Professional skills and attributes</i>	<p>Project management skills;</p> <p>Creative and lateral thinking - coming up with ideas and taking them through to a successful conclusion;</p> <p>Thorough organisational skills and attention to detail;</p> <p>Ability to develop &amp; maintain a complex network of contacts in person, by phone, by e-mail;</p> <p>IT competent, including with spreadsheets and databases;</p> <p>Experienced in completing project funding bids;</p> <p>Highly competent written and oral communication;</p> <p>Believe in and implement the values and ethos of WTT.</p>	<p>Experience of working in the conservation voluntary sector and facilitating project partnerships;</p> <p>Good working knowledge and understanding of angling, landowning, farming and related conservation issues.</p>
<i>Experience</i>	3+ years relevant experience in a similar type of role within the public, private or charitable sector.	Experience of working with volunteers in the charitable sector.
<i>Personal qualities</i>	<p>Demonstrable, high level social leadership and social skills;</p> <p>Able to create and deliver high-quality, formal and informal presentations to groups of people;</p> <p>Flexible approach and a willingness to work away from home, including evenings and weekends;</p> <p>An empathy with the angling and fisheries fraternity.</p>	A sense of humour!
<i>Additional Requirements</i>	<p>Self-motivated and requiring minimal direction or supervision to get a good job done;</p> <p>Ability to work independently from home and as part of a disseminated team;</p> <p>Commitment to conservation in general and the objectives of WTT in particular;</p> <p>Valid driving licence.</p>	<p>Existing access to car, laptop, mobile phone and broadband connection;</p> <p>Determination to find creative and cost-effective solutions.</p>