

RSWT

Local
Food



LOCAL FOOD
Grant Programme (England-wide)
Based in Newark

This new grant programme, worth £50 million, is to be launched in Spring 2008. We need key personnel to manage and run the programme and support funded projects.

GRANTS OFFICER

£ 21,955 pa (Ref: Food-GO)

The Grants Officer will be responsible for processing and assessing grant applications, preparing portfolios for the Selection Panel, generating offer letters, monitoring projects and maintaining records. You should have three years' experience of project assessment, grant distribution and project monitoring, and relationship management. In addition, strong IT skills, knowledge of environmental issues, and the ability to work well under pressure and meet deadlines are essential.

The ideal candidate will have proven project and systems management, excellent communications and interpersonal skills, with demonstrated experience of a strong customer focus.

The Royal Society of Wildlife Trusts (RSWT) is a registered charity which operates a Grants Unit, administering major funds and environmental programmes, distributing in excess of £15 million a year through its grant-giving regimes. In addition, the 47 local Wildlife Trusts across the whole of the UK are members of RSWT. For more details about RSWT and The Wildlife Trusts please visit www.rswt.org and www.wildlifetrusts.org

For a recruitment pack, please email recruitment@wildlifetrusts.org or telephone 01636 677711. CVs will not be accepted.

The closing date for receipt of applications is noon on 1 February 2008

Interviews are scheduled for 12th February 2008

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