

Funding Officer Job Description

East Suffolk Trust

- **Location:** Hybrid, with at least 2 days per week in our Halesworth office plus site visits throughout East Suffolk
- **Salary:** £30,000 - £35,000 per annum full-time. Part time salary calculated pro rata.
- **Hours:** Full-time (37.5 hours per week), or part-time as a job share. We offer other flexible working options, such as compressed hours.
- **Reporting to:** Chief Executive
- **Contract:** Permanent, subject to satisfactory probation period

Key responsibilities

Grant administration and support

- Help to draft funding criteria and documentation.
- Provide high-quality support to applicants and grantees throughout the application process.
- Screen applications for eligibility and assist with application review.
- Assist with funding awards and payments.
- Work with grantees to ensure that reporting requirements are met.
- Carry out and assist with site visits as required.

Database and records management

- Maintain accurate and up-to-date records of applications, awards, and reporting.
- Contribute to the development and improvement of our grant management system.
- Ensure that our funding information is accurately and transparently reported to our Board, and externally.

Organisation-wide support

- Promote funding opportunities and organisational updates via social media, newsletters, and other channels to reach applicants and stakeholders effectively.
- Help coordinate and attend meetings and events with the Board and external stakeholders.
- Support wider organisational administration as needed.

Person Specification

Essential criteria

- A demonstrable interest in work that benefits nature and people.
- Ability to communicate clearly and professionally, verbally and in writing.
- Excellent interpersonal skills with a supportive, customer-focused approach
- Competency in IT systems, and willingness to use modern IT tools (Google Workspace, Airtable).
- Excellent data skills, with a demonstrable understanding of the principles of good data management.
- Ability and willingness to travel within East Suffolk.

Desirable criteria

- Experience or understanding of grant-making or funding application processes within the non-profit or public sector.
- Experience maintaining accurate records or working with databases or grant management systems.
- Experience contributing to organisational communications such as newsletters, websites, or social media.

We welcome applications from candidates who may not meet every requirement listed but who can demonstrate that they have potential to succeed in this role.