



**NORFOLK WILDLIFE TRUST  
POST: Fundraising Assistant**

**The Post of Fundraising Assistant - Permanent / Working hours: Full time**

We are seeking a highly motivated and organised Fundraising Assistant to join our successful and dynamic Fundraising Team. The Fundraising Assistant will be based in Bewick House in the Development and Partnerships Directorate.

***A detailed job description and person specification is attached for information and to assist you with your application.***

As Fundraising Assistant, you will report to, and work closely with, the Grants and Philanthropy Manager, under the overall leadership of the and Director of Development and Partnerships. You will also work with the Senior Philanthropy Officer, Corporate Partnerships Manager, Supporter Development Manager, Corporate Fundraising Officer, Grants Officer, Fundraising Officer (Claims) and Fundraising Officer (Legacies).

You will be joining the Norfolk Wildlife Trust Fundraising team – a supportive, innovative and welcoming team, responsible for Individual Giving, Major Donors, Grants and Trusts, Legacies, Community Fundraising as well as Corporate Supporters. This team is tasked with providing, maintaining and growing the income of the Trust. We have a particularly exciting and challenging period ahead as the Trust seeks to source funding for its ambitious new strategy “A Wilder Norfolk for All”. With responsibility for the administration of the efforts of the Fundraising Team, you will work closely with colleagues in Nature Conservation, Nature Recovery, the Visitor Centres and PR and Comms, and Engagement.

You will play a pivotal role in the efficient operation of NWT’s fundraising systems and effective recording of the Team’s communications and income details on the Trust’s CRM system.

Norfolk Wildlife Trust prides itself in having excellent reputation for managing its relationships with donors, sponsors, funders and potential funders sensitively at all times. You will play an important role in assisting with the stewardship of our supporters by coordinating our regular contact strategy with donors and provide administrative support to the Director of Development and Partnerships, Grants and Philanthropy Manager and Senior Philanthropy Officer.

Working closely with other fundraising officers, you will make a direct contribution to the work of the team through supporting the Fundraising officers deliver supporter stewardship events, co-ordinating collection boxes, on-line giving schemes and small-scale community giving.

You will be responsible for drafting and co-ordinating communications acknowledging supporter donations and Donations in Memory.

Being at the front-line of communication the you will maintain a positive, pleasant and 'can-do' attitude in dealings with all those inside and outside the organisation.

You will have demonstrable administrative and customer facing experience. The role would be ideal for someone interested in progressing a career in fundraising.

Norfolk Wildlife Trust owns and manages a diverse range of sites across Norfolk including the Trust's 60 nature reserves, four visitor centres and operates from its head office at Bewick House in Norwich. The trust has more than 39,000 members, 160 employees (including our valued seasonal staff) as well as 450 volunteers working across the organisation. More details of skills and experience required for this post are set out in the attached job description.

We value respect, integrity, trust and responsibility. We want our people to be as diverse as nature itself and so we particularly encourage applications from those currently under-represented within our sector, including people from minority ethnic backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities. Please let us know if you require any adjustment processes to make our recruitment process more accessible.

The salary is £22,750 - £23,500 FTE per annum depending on experience. We will also contribute 8% of salary to the group personal pension scheme with Aviva, with a minimum 2% of contribution from the individual. Salaries are reviewed annually.

The hours of work will be up to 35 hours per week, however part-time hours or a variation to this working pattern will be considered for the right candidate. We operate a hybrid system where the Fundraising Team works 3 days in the Bewick House Office (with all the Team present on Wednesdays). You may be expected to work occasional evenings and weekends for which reasonable time off in lieu will be granted.

There is an initial six-month probationary period. Annual leave starts at 25 days (which is inclusive of 3 days office closure at Christmas) paid holiday per annum in addition to statutory holidays. The annual holiday allowance is increased by an additional one day per year for each year up to a maximum of 30 days in total.

## **1. Application Procedure**

You should apply by sending a copy of your CV with an accompanying 'Statement of Application' outlining why you consider yourself suitable for the post and your relevant experience, skills and attributes. It would help the selection panel if you refer to the duties and requirements of the accompanying job description in framing your statement. If requesting a part-time variation to hours please state your desired working pattern in your supporting statement.

**Completed applications should be marked 'Private and Confidential' and e-mailed to [recruitment@norfolkwildlifetrust.org.uk](mailto:recruitment@norfolkwildlifetrust.org.uk) or be posted to Recruitment**

**Applications, Norfolk Wildlife Trust, Bewick House, 22 Thorpe Road, Norwich, NR1 1RY.**

The closing date for receipt of applications is **5pm on Monday 2<sup>nd</sup> December 2024**. **Applications** received after that date will not be considered.

Interviews are likely to take place **during w/c 9<sup>th</sup> December 2024, at Bewick House, 22 Thorpe Road, Norwich, NR1 1RY.**

We regret that we are unable to reply to all applicants due to the quantity of correspondence. We will only contact you if you have been selected for an interview. If you have not heard again from us by **9th December 2024** you should assume your application has not been successful on this occasion.

Thank you for your interest in the Trust, good luck with your application.

Norfolk Wildlife Trust  
November 2024