



JOB DESCRIPTION

PROGRAMME DEVELOPMENT OFFICER



SAVING SPECIES FROM EXTINCTION | WWW.DURRELL.ORG

DURRELL WILDLIFE CONSERVATION TRUST is a Registered Charity with the Jersey Charity Commissioner, registered charity number: 1
DURRELL WILDLIFE CONSERVATION TRUST - UK is registered in England and Wales. A charitable company limited by guarantee. **REGISTERED CHARITY NUMBER** 1121989
REGISTERED COMPANY NUMBER 6448493 **REGISTERED OFFICE** c/o Intertrust Corporate Services (UK) Limited, 1 Bartholomew Lane, London, EC2N 2AX

INTRODUCTION TO DURRELL

Durrell Wildlife Conservation Trust is an international charity working to save species from extinction. Headquartered in Jersey in the Channel Islands, Durrell focuses on the most threatened species in the most threatened places.

Established by author and conservationist, Gerald Durrell, in 1959, Durrell delivers its conservation mission through our three integrated core areas of operation:



**A centre of excellence
in animal husbandry,
research, training and
education**



**Training future
conservation practitioners
and monitoring and
evaluating conservation
science which underpins
all Durrell activities**



**Conservation action
where it is needed most**

With a track record of 60 years, Durrell leads some of the world's longest running and most successful species and habitat recovery programmes. The quality of our work is equally as important as how we deliver it. Our values, underpin how we approach our work and the work environment we create.

OUR VALUES

PURPOSEFUL

We are clear on why we do what we do, are connected as an organisation, we understand and demonstrate enabling / delivery, we are passionate about what we do and work tirelessly to achieve it.

ACCOUNTABLE

We are accountable for our actions; we act with integrity and always have the best interests of the Trust at heart. We take it upon ourselves to update our knowledge and deliver excellence, and our ethics are of the utmost importance.

SUPPORTIVE

We develop and encourage our staff, we work as a team, work well with other departments and trust and respect each other. We promote a learning culture, treat people fairly, encourage diversity in the workplace, and value the opinions and views of others.



JOB PURPOSE

This role is an integral part of the Field Programmes team, working with other programme staff, in the UK and overseas, and the Fundraising Department to identify and secure funding from institutional donors, including governments, bi-lateral agencies and large foundations and trusts, to deliver Durrell's global conservation work. Working with field programmes on the design and development of funding proposals is a key part of this role.

Durrell's field programmes are located globally, including in Madagascar, India, Mauritius, the Caribbean, Galapagos and the UK. The successful candidate will be responsible, alongside colleagues, for developing and managing a portfolio, cultivating relationships with donors, and managing grant applications and reporting.

**PROGRAMME
DEVELOPMENT OFFICER**

DEPARTMENT
Field Programmes

REPORTS TO
Delivery and Impact
Manager

LOCATION
UK



KEY RESPONSIBILITIES

- Work closely with colleagues in Jersey, the UK and overseas to identify priority funding needs.
- Research and identify significant and suitable grant income sources aligned with Durrell's strategic priorities for field programmes.
- Work with field programmes teams on the development, writing and submission of grant applications.
- Support project design to ensure proposals are logical and robust.
- Liaise with country field teams to coordinate proposal development, ensuring proposals align with programme strategies, are technically sound and their delivery is achievable.
- Ensure that high quality proposals are developed that meet the requirements of funding bodies, including preparation of supporting documents, and are submitted within deadlines.
- Secure and maintain relationships with relevant donors and identify opportunities to add value to donor relationships outside of formal reporting requirements.
- Work closely with the Fundraising Department, who apply for funding from other sources, to ensure grant applications are well-coordinated across Durrell.
- Work with programme and finance teams to ensure the production of accurate and timely technical and financial reports to donors.
- Act as point of contact between Durrell's wider fundraising team and Field Programmes staff, to keep them updated about FP fundraising priorities and help them report to donors.
- Support teams in publicising project achievements within Durrell, and work with the comms team to publicise them externally to increase profile with donors.
- Keep the grants calendar accurate and up to date and maintain an overview of upcoming reporting deadlines to support work planning.
- Support field teams with grant management and compliance with donor requirements.
- Communicate with donors on matters of grant management and respond to, and coordinate, requests from donors.
- Ensure the CRM database is kept updated, maintaining accuracy and consistency of donor records, enabling effective reporting and monitoring.
- Keep abreast of relevant funding trends, policies and opportunities across relevant sectors.

This post is based in the UK with a requirement to travel to meetings in Bath, London and elsewhere on average once a week. Occasional visits to Durrell's headquarters in Jersey will be required and some travel to overseas field sites may be required.



KNOWLEDGE, SKILL AND ABILITY

- Excellent writing skills essential, with experience of writing rigorous, successful fundraising proposals for robust and impactful projects, highly desirable.
- An understanding of good project design
- Experience in institutional fundraising, preferably within the conservation sector, with a track record of successful bids is highly desirable.
- A knowledge of contemporary conservation issues.
- A good knowledge of institutional donors and their priorities, such as DEFRA, US Government, CEPF, GEF desirable.
- Demonstrable ability to develop relationships, particularly with donors
- Experience of working within a conservation charity is desirable.
- Excellent communication skills in written and spoken English is essential; French language skills are desirable.
- High standard of computer literacy (Microsoft 365) is essential.
- Demonstrable ability to plan and prioritise own workload with minimum supervision.
- Proven ability to work both within a multi-cultural team and independently is desirable.
- Ability to demonstrate initiative and work well under pressure.
- Ability to understand and generate budgets
- Ability to plan ahead and work within agreed timeframes.





BEHAVIOURS AND VALUES

- Passionate about conservation and an understanding of and commitment to Durrell's vision, mission and aims.
- Acts with integrity and with the best interests of the employer at all times.
- Ability to demonstrate initiative and work well under pressure.
- Respectful of the opinions of others and willingness to collaborate.
- Ability to work independently but also works collaboratively with colleagues and partners.
- Demonstrate awareness of and sensitivity to cultural, ethnic, gender and ability issues.
- Works proactively and has a determination to reach targets and excel at tasks.
- Open to adopting creative approaches and problem solving when faced with challenges and limited resources where needed.