

JOB DESCRIPTION

Position Title:	Grants Director
Location:	ERF Offices in London (with some flexibility), some UK / international travel
Reporting to:	Executive Director
Salary:	£72,000
Contract terms:	Permanent, 37.5 hours a week (subject to probation period)

Background

The Ecological Restoration Fund (ERF) is an environmental charitable trust based in London. Our vision is a vibrant, healthy planet with thriving ecosystems where communities develop in harmony with nature. ERF aims to create transformational impact globally, focusing on initiatives that contribute to ecological protection and restoration while bringing dynamic economic, social, and cultural benefits to local communities. Since its inception in 2022, ERF has granted over £40 million to organisations worldwide. Joining us offers the unparalleled opportunity to make a substantial impact in addressing the global biodiversity crisis.

The Fund is governed by its Founder and Chair, Daniel Hotz, alongside Trustees Dr. Sigrid Rausing and Dr. Lisbet Rausing, and currently employs two staff. The Fund's offices are co-located with the Sigrid Rausing Trust in West London, within a collegiate working environment. More details on ERF's work can be found on our website [Ecological Restoration Fund \(ecorestorationfund.org\)](https://ecorestorationfund.org).

Working for ERF

ERF is committed to being a good practice employer. We offer staff development opportunities and flexible working arrangements, with a wide range of benefits including private health insurance, life insurance and an income protection policy.

We actively encourage applications from people of all backgrounds and identities.

Role Overview

The Grants Director role is a new position within our small but expanding team in recognition of ERF's recent and future growth. This role will lead and contribute to one or more areas of ERF's grant-making portfolio to protect and restore global biodiversity. Key responsibilities for the Grants Director include defining priorities for specific areas of grant-making, developing and managing individual grants, undertaking analyses and evaluations in support of ERF's approach as well as planning and reporting on grants. Additionally, the post holder will be expected to keep updated with new thinking in the sector. While the role does not include team management responsibilities at this stage, the post holder will be required to manage temporary staff and/or consultants and contribute to a productive and inclusive team culture.



Key Responsibilities:

Portfolio development

- Support the Executive Director to define priorities by providing expertise on key grant-making areas;
- Conduct research into particular funding related issues relevant to ERF as needed;
- Lead and contribute to one or more areas of ERF's grant-making portfolio, based on experience;
- Develop new grant-making concepts / recommendations and prepare reports / presentations to advise the Trustees of ERF on their grant-making;
- Identify potential grant applicants by researching organisations in the field, scoping, networking and attending events related to relevant grant-making areas;
- Undertake due diligence of applications and review submitted applications;
- Proactively maintain knowledge within own professional field and wider sector.

Grants management

- Review reports submitted by grantees, evaluate and report on the impacts of grants;
- Undertake or commission reviews, evaluations and analytical reports to track progress and encourage learning that helps ERF refine its grant-making approach;
- Manage the grant-making pipeline within areas of responsibility;
- Maintain relationships and regular communication with grantees, including virtual or in person meetings, site visits and attendance at events;
- Develop relationships with other donors and stakeholders in the field;
- Represent the organisation externally in relation to focus areas.

Team work

- Work collaboratively within the ERF team to share, encourage and facilitate learning, identify areas of intersection between grant-making areas;
- Manage temporary staff and/or consultants and foster a productive and inclusive team culture.

Other responsibilities

- Undertake own administration, including ensuring that all documentation is recorded in line with organisational policies and protocols;
- Undertake other activities that the Fund may reasonably require.

Relationships and reporting lines

- Role is managed by ERF's Executive Director;
- Shares information, works collaboratively with ERF colleagues;
- Receives guidance and direction from Trustees;
- Builds relationships of trust, provides guidance, advice and feedback to grantees and potential grantee organisations;
- Networks, builds relationships and shares learnings as appropriate with contacts in other charitable funds/foundations, and relevant organisations in the NGO sector.



PERSON SPECIFICATION

Knowledge, qualifications and experience

- Postgraduate degree in a relevant field, or equivalent level of knowledge acquired through experience or research;
- At least 5 years relevant experience in civil society, philanthropy, think tanks or private sector, working in nature conservation or biodiversity-related areas;
- Expertise in at least one of ERF's grant-making areas an advantage;
- Knowledge and experience of good grant-making practice, including due diligence, effective grants management, legal compliance, financial reporting and monitoring and evaluation;
- Track record of building and managing trust-based relationships with civil society organisations;
- Demonstrable commitment to the focus, values and principles ERF.

Key Competences, Skills and Abilities

- Ability to think strategically about grant-making in areas relevant to ERF;
- Excellent organisational and time management skills, and ability to prioritise and manage competing demands to deadlines;
- Good judgment, demonstrating objectivity and self-awareness;
- Strong communication skills, including excellent oral and written English, with the ability to produce evidenced reports and undertake presentations;
- Excellent interpersonal skills, including ability build relationships of trust, work collaboratively, motivate others and provide constructive feedback and support;
- Excellent research, analytical and evaluative skills; with good attention to detail;
- Motivated to work on own initiative as well as a team player;
- Ability to maintain a flexible approach and support others in a small team environment.

Personal qualities

- Commitment to respect and value equality and diversity and inclusion, and understanding of how this applies to own area of work;
- Commitment to own continuing personal and professional development;
- Integrity, humility, flexibility and a sense of humour.

Other requirements

- ERF is only able to consider applications from candidates who already have the right to live and work in the United Kingdom.
- The post will be based at ERF Offices in West London and will require some travel in the UK and internationally.

How to apply:

Please submit a CV (of no more than two A4 pages) and covering statement (of no more than 1000 words) that answers the following questions: 1) What are the biggest opportunities and challenges for



habitat protection and restoration? 2) How will your experience help ERF respond to these challenges and opportunities? Please send these documents to recruitment@ecore RestorationFund.org

Closing date for applications is Friday, 13th of December 2024. We expect to hold first round in-person interviews during the week starting 6th of January 2025.

We encourage applications regardless of age, disability, sex, gender, sexual orientation, race, religion or belief, and marriage or civil partnership. Please let us know if you need any additional support to participate in the selection process. If your application is successful, we will make reasonable adjustments to enable you to fulfil the role.