



The Wildlife Trust for
**Lancashire
Manchester &
North Merseyside**

Recruitment Pack



About us

We're one of 47 Wildlife Trusts spread across the UK, the Isle of Man and Alderney.

The Wildlife Trust for Lancashire, Manchester and North Merseyside (LWT) was founded in 1962 by people who knew they needed to take action for nature. Since then we have grown to be the largest nature conservation body in the area.

We are uniquely positioned to lead change in our region, working at a grass roots, local level, whilst also being part of a strong cohesive national movement. We work to protect wild spaces, and re-introduce key species and habitats, protecting the biodiversity of our area so that nature can recover.

At LWT we believe that:

- Wildlife has intrinsic value, bringing colour, beauty and wonder to all our lives.
- The natural environment is under immense and growing threat, where we live and across the world.
- We are part of the natural world, and wildlife is relevant to every part of our lives; everything we do has an impact on it, and the natural environment affects our health, our wealth and our state of mind.
- Everyone can make a positive contribution to wildlife and can benefit from it.



Our Mission

- Enable wildlife's recovery in our area by working in partnership with others to conserve, restore, create and connect habitats and to increase species abundance;
- Connect people with nature and help them to take action for wildlife, wherever they are.

Our Vision

- Nature is recovering on a grand scale across Lancashire, Manchester and North Merseyside, and in our sea, and that everyone is able to enjoy our increasingly abundant wildlife.

Our Work

Our core conservation work includes land management, advocacy for the natural world with key decision-makers, species re-introduction, protecting threatened species and collecting essential scientific data. We do this on land and at sea to secure a brighter future for both wildlife and wild places across our region.

We work all over our area with schools, colleges and community groups, running inspiring sessions covering everything from Forest School and orienteering, to Wild Family and Nature Tots sessions.

We believe that wildlife and nature have the power to instill confidence, heal the mind and help people meet their potential, which is why we champion a number of ecotherapy-based projects for both children and adults and the positive impacts to date have been phenomenal.

Find out more: www.lancswt.org.uk/our-work

Our Nature Reserves

We have saved many special places, acquiring and managing many of them as nature reserves.

We look after 50 sites (including 42 of our own nature reserves), and a total of around 1,300 hectares of habitat, creating a network where people and wildlife can thrive, on your doorstep.

We believe that limited mobility shouldn't mean missing out on wildlife. Many of our reserves have accessible paths and boardwalks, disabled facilities and accessible bird hides, so people can fully immerse themselves in the great outdoors and discover the wonderful wildlife that lives on our doorstep.

We also have 6 offices based across Greater Manchester, North Merseyside, West Lancashire, East Lancashire and North Lancashire. Our Head Office is based on the outskirts of Preston.



Strategic Goals by 2030

- Nature is in recovery with abundant, diverse wildlife and natural processes creating wilder land and seascapes where people and nature thrive.

30% of land and sea is in recovery.

- People are better connected to nature in their lives and more are taking purposeful action for wildlife.

1 in 4 people are taking action for nature.

- We have the financial and human resources, systems and skills that we need to improve our impact for nature's recovery.

LWT will be bigger, better and more joined up.

Our Strategy

Defend wildlife and wild places

We will stand up for the environment and protect wild spaces, enhancing them for both people and wildlife. We will encourage biodiversity, and work with land owners and other organisations in partnership, to create a network of habitats across our region where people and wildlife can thrive.

Inspire people to take action for their local wildlife

We will inspire people to enjoy and protect the wildlife and wild spaces on their doorstep. We will help people learn how to live more sustainably, and demonstrate the benefits of nature to their health and wellbeing. We will engage people of all ages, from all communities to take action for wildlife and we will foster the environmental leaders of the future.

Base our work on sound evidence

We will use evidence from sound science and research to further ecological understanding and demonstrate the needs, benefits and outcomes of nature conservation. We will use this evidence to focus our efforts on the areas most in need of protecting and champion those species that need a helping hand.

Our Impact

- Our education team and project officers engage more than **20,000** children in wildlife-related activities.
- On average every **10 miles** you travel in the region means you will pass a Wildlife Trust project.
- More than **30,000** members support the Wildlife Trust in the region and 800,000 across the UK.
- More than **5,000** people a year take part in walks and other events on our reserves.
- We have over **1,200** dedicated volunteers supporting us on a regular basis, with their time, skills and experience.
- Our reserves cover more than **1,300** hectares across the region.
- We own or manage **42** nature reserves in the region.



Our Culture

We foster a creative environment where new ideas can flourish. Our team members take pride in personal responsibility, striving for excellence in everything they do. Success in our organisation comes from a commitment to outstanding results, alongside a dedication to building strong, meaningful relationships - both within our team and with our external partners.

We promote a culture where our staff, trustees and volunteers are Wild About Inclusion, where difference is celebrated, everyone can be themselves, feel respected and able to contribute to their full potential.

What does an LWT team member look like?

Integrity

Acting in the best interest of LWT and honouring our scientific foundations in every activity. Our approach is built on honesty, respect, and a commitment to the core objectives of the charity, as well as the wishes of our members and funders.

Teamwork

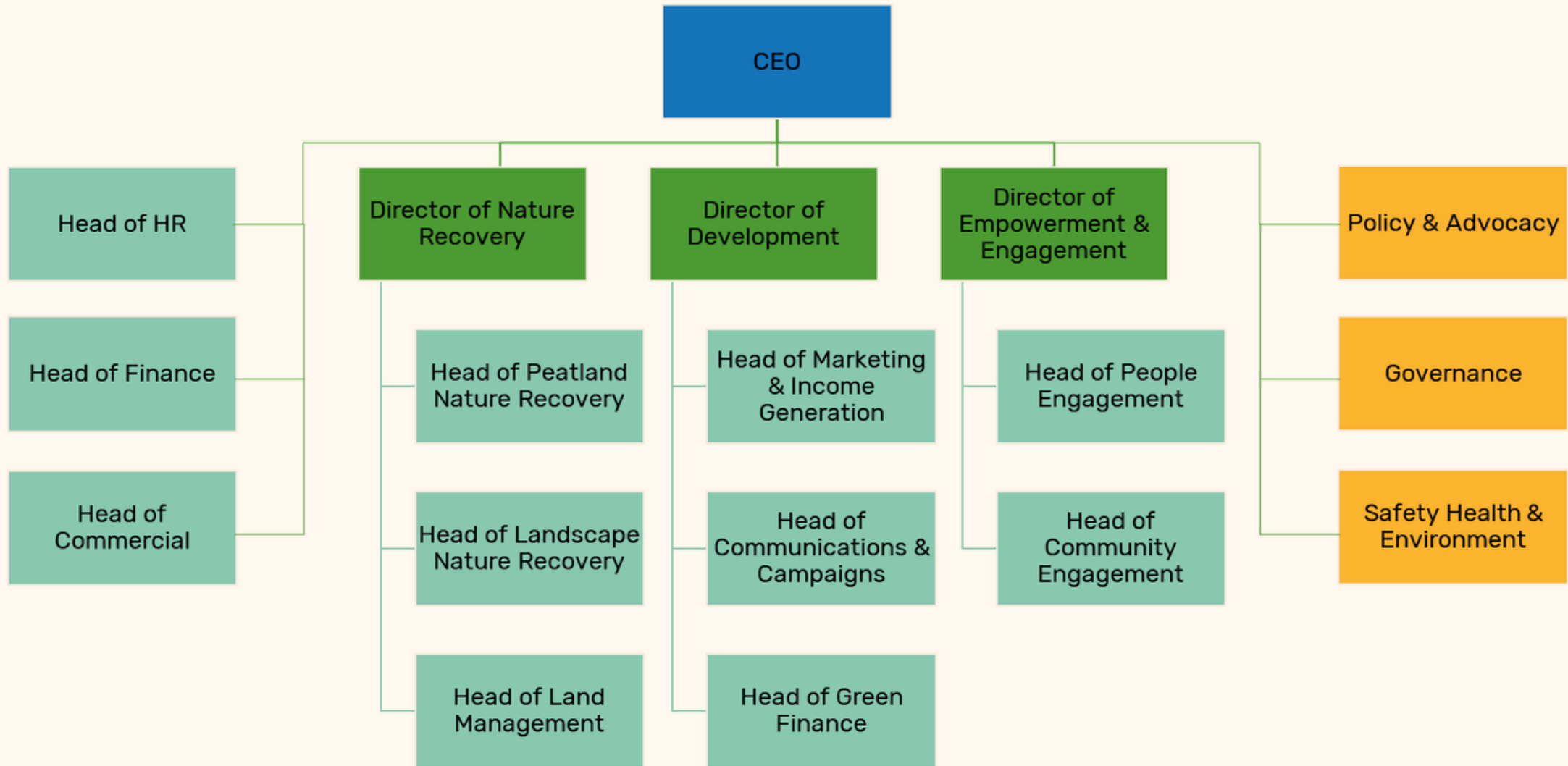
We foster a friendly, welcoming atmosphere where everyone is treated with respect and courtesy. We believe in the strength of our unity as one big team. Always ready to roll up our sleeves and help wherever it's most needed, regardless of the role.

Passion

Passion drives every LWT team member. Whether it's a love for wildlife, a desire to make a meaningful difference, or a commitment to inspire others, passion is at the heart of everything we do - and we have it in abundance!



Our Organisation



About the project

What is the Greater Manchester Environment Trust (GMET)?

The Greater Manchester Environment Trust (GMET), formerly known as the Greater Manchester Environment Fund (GMEF), is a UK Registered Charity that channels green finance into Greater Manchester. We work with grassroots groups, corporate supporters and a network of partners across the city region to make Greater Manchester greener for all.

We currently manage and administer the Green Spaces Fund and the Renew Community Fund. We also work with organisations to help them meet environment-focused aims, including Corporate Social Responsibility, Social Value, Biodiversity Net Gain commitments and Carbon Offsetting.

The GMET is managed by the Lancashire Wildlife Trust (LWT) and funded by the Greater Manchester Combined Authority (GMCA).

Job Description

Post Title:

GMET Grants Officer

Responsible to:

GMET Grants Manager

Location:

Hybrid with office base out of our Bolton or Preston site. The successful candidate will also be required to travel to Manchester and work from GMCA offices where required.

Hours of Work:

35 hours per week

Salary:

£26,735.22 per annum

Duration of post:

Until the end of March 2027 (possible extension beyond this date funding dependant).

Other:

All candidates must have the Right to Work in the UK.

PURPOSE OF POST

The postholder will handle grant applications from application stage to award. This will involve processing grant claims, dealing with queries surrounding project delivery and ensuring payments are issued to the awardees in a timely and efficient manner. This role also supports the day-to-day administration and governance for GMET and its staff and provides a support role to the Board. This role will be the first point of contact for applicants and grant winners and will ensure effective running of all activity delivered by the GMET Programme Team.

KEY ROLES AND RESPONSIBILITIES

The Officer role will include:

Grants Management

- Advising applicants about the grant programme eligibility
- Supporting on any grant guidance changes
- Supporting potential applicants in the grant application process, including advice on project applications, criteria, eligibility, deadlines, project completion and feedback.
- Supporting with the detailed assessment of project applications, including due diligence.
- To co-ordinate award letters and providing all appropriate paperwork.
- Issuing claim documents and process them for payment once returned.
- Dealing with project queries and budget variations.
- To check, process and seek authorisation of payments, ensuring they are accurate and valid, resolving inaccuracies where necessary.
- Supporting management and development of internal grant management CRM. (FlexiGrant)

Organisation Management, Board Support & Partnership Collaboration.

- Supporting with the collation of information presentations and reports.
- Supporting with governance and booking meetings, taking minutes, providing papers, etc.
- Registration and induction of future Board members.

Finance Management

- Processing grant claims for awardees and issuing their payments for Green Spaces Fund and Renew Community Fund.
- Use of Xledger to create invoices and perform searches of payments and purchase orders.
- Scheduling of payments to projects on quartely and bi-yearly bases to be paid into GMET accounts.
- Supporting financial reporting on the new grants management database to take over all manual systems within GMET
- Supporting the management of an online grants management system, directly liaising with Flexigrant and producing training and guidance for the GMET team to be able to use the system
- Supporting on all changes required, and the establishment of any additional programmes as they develop
- Ensuring that grant records are maintained and updated through this system.
- Producing reports through the system that monitor progress.
- Utilising the system to allocate applications for assessment and scoring by independent panellists.
- Line management of the GMET Support Assistant and other administrative support where required.
- Undertaking appropriate training activity for skills and personal development.
- Taking an active role in the GMEF team, forming positive and co-operative working relationships.
- Working occasional flexible hours (weekend and evening) when required for project implementation.
- Undertaking duties with full regard to all organisational policies and procedures, particularly health and safety, equal opportunities, customer care and environmental policies.
- Working as part of a team alongside staff and volunteers as required.
- Upholding the working values and expectations of the Lancashire Wildlife Trust.
- Carrying out other duties relevant to your post as reasonably required by your line manager.

The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others at the Trust.

Person Specification

EXPERIENCE

Essential

- At least one year experience of grants administration and the grant giving process.
- Project assessment, grant distribution and project monitoring
- Implementing, maintaining and managing effective information systems and procedures
- Support with presenting information for meetings, taking minutes and managing events / meetings.
- Customer Service experience.

Desirable

- Presenting proposals for investment opportunities.

KNOWLEDGE

Essential

- Principles of excellent Customer Service.
- Information Management systems.
- Grant making bodies and their processes.

SKILLS

Essential

- Excellent customer support.
- Ability to develop working relationships with a wide range of people.
- Excellent IT skills including Office, databases, Excel and Powerpoint.

Desirable

- Ability to operate, maintain and monitor information systems.

PERSONAL QUALITIES

Essential

- Commitment and enthusiasm to the Trust and its work.
- Commitment to the Trusts policy on Equality, Diversity and Inclusion.
- Enthusiastic and friendly team player.
- Good organisational skills and the ability to prioritise workloads effectively.
- Self-discipline, ability to work with minimum supervision, to use initiative to adapt within a changing environment, and to meet deadlines.
- A positive and mature approach using tact and diplomacy and ensuring handling of information is kept in a confidential manner.

Desirable

- A strong empathy with the environment and a desire to improve it.

General Terms & Conditions

Holidays:	28 days per annum (increasing with length of service), plus bank holidays.
Pension:	The Trust contributes to the NEST Pension Scheme. Full details will be provided.
Hours of Work:	35 hours per week. Normal working pattern will be 9.00am – 5.00pm. Overtime is not paid but time off in lieu may be taken, where appropriate, as the post may involve some evening or weekend work.
Duration of post:	This post is offered on a contracted basis until March 2027. All new employees undertake a probationary period of 6 months; in which time they are expected to demonstrate their suitability for the post.
Closing Date:	Midnight on Sunday the 7th of December.
Interviews:	Week commencing 15th December 2025

To apply for this position you are required to complete an Application Form which can be downloaded from our Website: www.lancswt.org.uk/jobs
Completed applications should be returned to: applications@lancswt.org.uk

Thank you for your interest in working for the Greater Manchester Environment Trust. We look forward to receiving your application.

TERMS OF REFERENCE

As an inclusive employer, The Wildlife Trusts value diversity and we're committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We actively encourage applications from people of all backgrounds and cultures. We believe that a diverse workforce will help us create our vision of people close to nature, with land and seas rich in wildlife.

To understand how we are performing, we ask that you kindly complete a Diversity Monitoring Form in addition to your application.

Please be assured that your responses are kept confidential, separate from your candidate record, are not part of any application you make, and that the recruiting staff never see individual responses to the questionnaire.

Criteria Common to All Job Descriptions:

A Job Description sets out the purpose of the job, where it fits into the Trust's structure, the context within which the job holder functions and the principal accountabilities of job holders, or the main tasks they have to carry out. It is not a definitive work plan. This document is intended to provide guidance on the scope and function of the job.

Equal Opportunities Statement:

All employees are required to adhere to and promote the principles and operation of the Trust's policies on equalities, to ensure that services provided are relevant to ethnically diverse communities and other disadvantaged groups in the area.

Safety, Health and Environment Statement:

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the Trust's Safety, Health and Environment (SHE) at Work Policy and associated SHE policies and guidelines. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the Trust including personal protective equipment in accordance with training or insurance. All members of Trust staff are responsible for informing their line managers of any potential gaps in the current Trust Policy. All employees are responsible for ensuring that the SHE Policy is up to date and continuously reviewed and evaluated.

Performance Review:

All employees will participate in the Trust's Performance Review process. The process aims to ensure that performance standards/targets are jointly agreed between employees and line managers and are achieved within agreed time scales. Failure to maintain an appropriate standard indicated by management can result in Capability proceedings being taken.

Commensurate Statement:

At times, the Post holder will be required to undertake other duties and responsibilities of a similar level and nature in order to support workload peaks and resources and skill shortages, ensuring priorities are met. This will be sensitive to available resources and individual skills and will generally be within the same area.

Adherence to Staff Handbook, Policies and Procedures:

The Trust is a large, diverse charitable organisation and as such needs to ensure that all employees are aware of their obligations to and from the organisation. These are clearly defined in the Staff Intranet and in the policies and procedures adopted by Council as part of the Trust's governance. All Employees have an obligation to read and understand these policies, especially those that are pertinent to this role.