



## VACANCY: ENVIRONMENTAL GRANTS MANAGER

<b>Job title:</b>	Environmental Grants Manager
<b>Location:</b>	Westminster, London
<b>Hours:</b>	35 hours a week
<b>Contract type:</b>	Permanent, full-time
<b>Pay:</b>	c. £55,000
<b>Reports to:</b>	Director of Environmental Programmes

Arcadia ([www.arcadiafund.org.uk](http://www.arcadiafund.org.uk)) is a charitable fund of Lisbet Rausing and Peter Baldwin that aims to preserve endangered cultural heritage, protect endangered ecosystems, and promote access to knowledge. It is managed by a small London-based team alongside its sister charity, Lund Trust ([www.lundtrust.org.uk](http://www.lundtrust.org.uk)). We are looking for a Grants Manager to join our Environmental Programme, developing and managing grants that protect the natural diversity of the world, now and in the future.

You will:

- Research and develop environmental funding opportunities and provide advice and recommendations to our Board.
- Manage a significant environmental grant portfolio and the evaluation of existing funding streams and grants.
- Share what we learn from our research and portfolio through our website, social media and networks.

You must have:

- The ability to understand, interpret, and analyse data, and experience of managing or conducting research.
- Experience advising or making recommendations to decision-makers (eg, a board, senior management etc).
- The ability to write for and present to different audiences including non-specialists.
- Demonstrable knowledge of and interest in conservation and habitat restoration, preferably with experience of evidence-based evaluation.
- Fluency in English and preferably at least one other language, and experience of living/working outside the UK.

We offer an excellent benefits package including 25 days of annual leave, an employer contribution-only pension scheme, life assurance, private medical and dental cover and an employer-matched Give as You Earn programme. The role is based in our offices near Charing Cross Station in central London which we share with Lund Trust. We support flexible working: our current policy is for staff to be in the office a minimum of three days a week between 10am and 3pm. Some international travel will be required.



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### **Eligibility**

You must have the right to work in the UK.

### **Application process**

Please send us a CV (of no more than two A4 pages), and a covering statement of no more than 1,000 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 Arcadia respond to these challenges and opportunities?

Please send your application to [recruitment@arcadiahfund.org.uk](mailto:recruitment@arcadiahfund.org.uk) by 5pm GMT on Wednesday 12 January 2022.

Initial interviews will be by video call on 27 January 2022.

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