

Cotswolds National Landscape

Grants Coordinator June 2025

Job Description

Job Title:	Grants Coordinator
Salary:	Grade 4 point 21 - £28,264 per annum (pro-rata)
Hours:	Part time 0.8 FTE (30 hours per week) This is a three-year fixed-term role starting summer 2025
Location:	The Threshing Barn, Marsden Manor Farm, Rendcomb, Cirencester, GL7 7EX. Some remote working is permitted
Reporting to:	Partnerships Lead

Introduction to the Cotswolds National Landscape

The Cotswolds National Landscape is the operating name for the Cotswolds Conservation Board, an independent organisation comprising 37 Board members nominated by the local authorities, parish councils and the Secretary of State, Defra. A small team are employed, based at offices in Gloucestershire, and supported by an extensive voluntary warden network. Funding for the Board's main budgets is provided through contributions from local authorities and Defra.

The Cotswolds National Landscape is a designated Area of Outstanding Natural Beauty (AONB) and it is the largest of 38 AONBs in England and Wales, covering 790 sq. miles (2038 sq. kms). It was originally designated in 1966 and then extended in area in 1990.

The organisation has two purposes:

- to conserve and enhance the natural beauty of the AONB
- to increase the understanding and enjoyment of the special qualities of the AONB

In fulfilling these purposes, the Board seeks to foster the social and economic well-being of people living in the AONB.

Overall purpose of the role

To lead the Caring for the Cotswolds grant scheme. The scheme provides small grants to organisations that are delivering positive outcomes for nature, communities and climate. The role holder will work closely with grant applicants to support them through the grants process. They will also work with and co-create opportunities for young people to be part of the scheme.

Key tasks and responsibilities

1. Allocate the annual grants fund to a wide range of projects that benefit nature, communities and climate across the CNL in a fair and proportionate way
2. Support grant applicants to ensure projects are completed, fully evidenced and claimed for
3. Create and deliver a marketing campaign to promote the scheme to new and existing audiences
4. Support the development of the youth panel
5. Co-create opportunities for young people to be part of the scheme
6. Liaise and engage with new and existing business members
7. Look for opportunities to increase business membership
8. Work closely with the Partnerships Lead and the Communications Lead on social media to promote the work undertaken by project partners, stakeholders and funders
9. Support the Projects and Fundraising Working Group
10. Present yourself in a friendly, positive, professional, and confident manner
11. Plan, organise and manage workload to ensure targets are met and duties/processes are completed in a timely and accurate manner
12. Ensure monitoring and evaluation forms are kept up to date and in good order, so data can be extracted as needed
13. Complete any paperwork necessary after the completion of a grants meeting, including drafting award letters
14. Report any key issues which may impact on other departments or affect safe working practices
15. Attend training courses and meetings as required and as agreed by your line manager
16. Be familiar with Boards Policies and Procedures and implement as appropriate
17. Liaise with the Communications Lead and partner organisations to develop promotional material and publications and for contact with the media
18. Connect and link with the wider CNL team to support and promote our other grant making schemes
19. To undertake other duties as required, consistent with the responsibility level of the post, as required by the post

Conditions of Service

1. The Conditions of Service of the National Joint Council for Local Government Services
2. The Local Conditions of Service are contained in an Employee Handbook
3. The Cotswolds Conservation Board is a member of the Local Government Pension Scheme, administered by Gloucestershire County Council
4. Normal working week is Monday to Friday
5. Casual car user allowance payable
6. The post holder will be required to comply with the Board's policies including Health and Safety
7. The operational base will be one of the organisation's offices
8. Employees are not permitted to smoke in office premises

Person Specification

Requirements

Essential/ Desirable

Method of Assessment

Qualifications

A-level or equivalent

desirable

application/certificates

Relevant project management qualifications

desirable

application/certificates

Experience

Experience of either project management or managing a grants programme

essential

application/interview

Experience of assessing project budgets

essential

application/interview

Producing reports or case studies

essential

application/interview

Working with young people, and providing a welcoming and inclusive environment

essential

application/interview

Proven ability in designing and implementing inclusive learning opportunities that cater to the diverse needs of participants, ensuring accessibility and equal opportunities

desirable

application/interview

Working knowledge of safeguarding and child/vulnerable adult protection issues

desirable

application/interview

Skills and abilities

Excellent communication skills with all (verbal and written)

essential

application/interview

Excellent presentation skills – including delivering activities/sessions with young people

essential

application/interview

Excellent organisational and time-management skills. Able to prioritise workloads and meet deadlines

essential

application/interview

Good IT skills including Microsoft Word, Excel and PowerPoint, Microsoft Teams and social media

essential

application/interview

Ability to form productive partnerships with project stakeholders

essential

application/interview

Personal qualities and attributes

Good levels of judgement, tact and discretion

essential

application/interview