



## VACANCY: GRANTS MANAGER, LUND TRUST

<b>Job title:</b>	Grants Manager, Lund Trust
<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 Lund Trust

Lund Trust ([www.lundtrust.org.uk](http://www.lundtrust.org.uk)) is a charitable fund of Lisbet Rausing and Peter Baldwin that aims to support transformative work that greens people's lives in the UK, particularly young people's lives. It is managed by a small London-based team alongside its sister charity, Arcadia ([www.arcadiafund.org.uk](http://www.arcadiafund.org.uk)). We are looking for a Grants Manager to help develop a portfolio of grants and funding programmes to meet that aim.

You will:

- Identify and research opportunities to make grants and create funding programmes.
- Make recommendations and give advice to our Board.
- Manage a portfolio of grants and funding programmes.
- 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, the environment and conservation work in the UK or beyond. This may be from studies, work or volunteering, and may come from a variety of perspectives (conservation practice, academia, grant-making, community work etc).

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 Arcadia. 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.

### Eligibility

You must have the right to work in the UK.



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### **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) Why are you interested in working for Lund Trust?
- 2) How does your experience meet the requirements for the role?

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

Initial interviews will be by video call on 25 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.