



Ymddiriedolaeth  
Natur  
**Gwent**  
Wildlife Trust

# Bid Writer

December 2025

# Welcome!

Welcome and thank you for your interest in the role of Bid Writer at Gwent Wildlife Trust.

Gwent Wildlife Trust is a charity dedicated to nurturing and restoring our wildlife, part of a network of Wildlife Trusts across the UK. For over 60 years, we have been the leading conservation charity in Gwent, protecting wildlife and our natural environment, working to educate and empower people to understand and care about the natural world wherever they live, and influencing governments and others to make our corner of Wales a better place, richer in wildlife and more enjoyable for all.

Established in 1963, we share decades of ecological experience, learning and evidence to protect wild places and wildlife with and for the people of Gwent. We own and manage over 28 nature reserves covering 701Ha, all freely open to the public, and support other landowners and communities to manage land for wildlife. We have over 8,000 members and 400 volunteers, and several local groups that champion community action for wildlife.

We are part of a movement of 5 Wildlife Trusts in Wales and 46 Wildlife Trusts in the UK, Alderney and the Isle of Man. More than 944,000 members and 38,000 volunteers work together with the Wildlife Trusts to make their local area wilder and make nature part of life, for everyone.

Within the rest of this pack, you will find further information about the job description alongside our vision, mission and values. We hope this stimulates your interest and if you recognise yourself in our vision, beliefs and person specification, we look forward to hearing from you.

# Thank you!





# Our Vision

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Our vision is of people close to nature in a landscape rich in wildlife.



# Our Mission

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Our mission is to help nature recover and support people to take action for nature in a changing world



Our mission is to stem the decline in biodiversity whilst addressing the climate crisis that threatens Gwent's people and wildlife. We will stand up for wildlife and promise to sustain our enthusiasm and effort for the long-term benefit of nature. We are driving a people-powered nature recovery that is informed by science and encourages diversity and participation for all. We are sustained by our vision of people close to nature in a landscape rich in wildlife.

Report after report has shown the devastating loss of wildlife in recent years. Across the UK, the average abundance of wildlife has declined by 13% since 1970. Over 600 species are threatened with extinction in Wales. Nightingales no longer nest in Gwent and the sound of the cuckoo is becoming scarcer and scarcer.

Wildlife and wild places are becoming more important to people than ever. Visitors to our reserves have told us how visiting these natural havens has benefitted them personally.

To read more about how we work and our impact, visit our website at [www.gwentwildlife.org](http://www.gwentwildlife.org)



# Role Description

<b>Job Title</b>	Bid Writer
<b>Location:</b>	Gwent Wildlife Trust Offices
<b>Reports to:</b>	Fundraising Development Manager
<b>Salary:</b>	£30,091 (1.0 FTE)
<b>Contract:</b>	Full time (37.5 hours per week), fixed term 12 month contract. We would welcome applications from candidates who would like to work part time and this can be discussed.

## Overall Purpose of the job:

We are seeking a proactive and skilled Bid Writer to join our Fundraising team for a 12 month period. In this role, you will take the lead in writing high-quality, compelling funding applications and proposals to support our vital work in wildlife conservation across Gwent. You will work closely with internal teams to translate complex conservation projects into persuasive proposals, maintain and develop a robust grant funder pipeline, and support reporting requirements as needed.

The ideal candidate thrives under pressure, manages competing priorities effectively, and works independently while collaborating with colleagues to deliver impactful outcomes. A passion for nature and wildlife is essential, as is the ability to communicate our mission with clarity and enthusiasm. This is a unique opportunity to contribute directly to the recovery of nature in Gwent, helping to create a Wilder Wales for future generations.





# Main Responsibilities

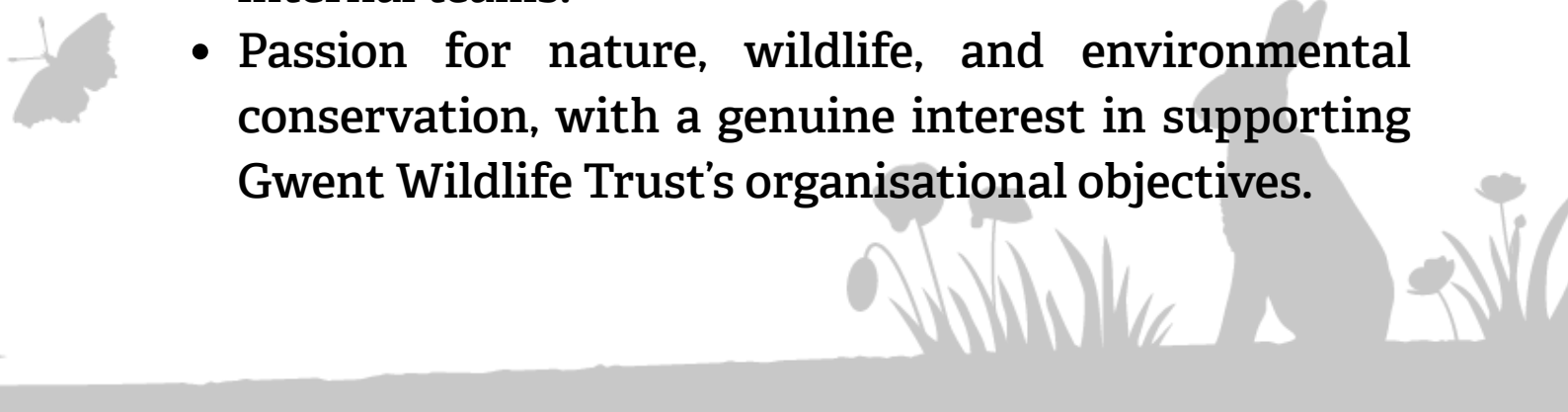
- Collating and submitting high quality winning funding bids and proposals to a range of funders.
- To maintain the funder pipeline and other record keeping.
- Where necessary, to manage and respond to funder reporting requirements.
- To provide process and planning support to other fundraising areas, such as appeals and legacy fundraising.

# Person Specification

You must be able to demonstrate;

Essential criteria:

- Proven experience in writing compelling, high-quality funding applications, bids, or proposals with a high success rate, including collating all supporting information for submission.
- Demonstrable experience of working with internal teams to develop funding bids that meet the needs of the organisation as well as the requirements of the funder.
- Experience in budget preparation as part of bid submissions including Full Cost Recovery.
- Ability to manage multiple competing priorities and meet tight deadlines with minimal supervision.
- Strong research and analytical skills, able to gather information from teams and subject matter experts to develop robust applications.
- Excellent written and verbal communication skills, with the ability to present complex ideas clearly and persuasively.
- Self-motivated, able to use initiative, and work independently as well as collaboratively with internal teams.
- Passion for nature, wildlife, and environmental conservation, with a genuine interest in supporting Gwent Wildlife Trust's organisational objectives.



## Desirable Criteria:

- Ability to communicate in Welsh.
- Experience working in the environmental, conservation, or charitable sector.
- Knowledge of current funding opportunities, including trusts, foundations, and statutory funders, suitable for wildlife conservation charities.
- Experience developing funding proposals for both project and core expenditure.
- Strong external stakeholder engagement skills, including working with external partners and community groups.
- Familiarity with monitoring and evaluation practices for conservation or community projects and experiencing reporting to funders.

Candidates should be able to demonstrate commitment to equal opportunities and be able to work out-of-office hours occasionally. The post holder will be required to attend other meetings elsewhere in Gwent and occasionally elsewhere in the UK.







Credit: Andy Karran

## Terms of Employment

This is a 12 month fixed term contract, full time (37.5 hours per week) and is subject to a to a 6 month probationary period. Due to the nature of the Trust's work, occasional evening or weekend work may be necessary for which time off in lieu will be given.

We offer additional benefits including group life assurance of two times salary, a contributory pension scheme with 6% employer contributions and an employee assistance programme. The postholder is entitled to 20 days paid leave per year (pro rata) in addition to public bank holidays and Christmas closing period.

Our head quarters are at Mamhilad Park Estate, Pontypool. The estate is home to an onsite gym, café and nursery. Hybrid working arrangements are available in discussion with your line manager.





## Equal Opportunities

In accordance with our Equal Opportunities policy, Gwent Wildlife Trust will ensure no job applicant is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

We particularly encourage applications from people who are underrepresented within our sector, including people from minority backgrounds and people with disabilities. We are committed to creating a movement that recognises and truly values individual differences and identities.

Please let us know if you require any adjustments to be made to the application process or would like to provide any information you wish us to take into account when we are considering your application.

As a Disability Confident employer, we are committed to offering an interview to anyone with a disability that meets all the essential criteria for the post.

If you are selected for interview, we will ask you to let us know if you have any access needs or require reasonable adjustments to the interview. Interview questions are provided in advance of the interview. Please be assured that we will be supportive in discussing reasonable adjustments with you at any stage of the recruitment and selection process.



# How to Apply

To apply for the role, please complete the [online application](#)

We carry out an anonymised application process to ensure equal opportunities for all.

The deadline for applications is 11.00am Monday 5<sup>th</sup> January 2026. Interviews will be held on Tuesday 13<sup>th</sup> January 2026 at Mamhilad Park Estate, Pontypool.

Please note, due to staff annual leave, all enquiries will be dealt with on Monday 5<sup>th</sup> January 2026

## Thank you!



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