



ROTHSCHILD FOUNDATION

Role Profile

Job Title: Senior Grants Manager, Environment and Communities	
Managed by: Director of Grants	
Department(s): Grants	Location: Waddesdon Manor, Buckinghamshire / St James's Place, London / Remote
Salary: £45,000 - £48,000 per annum	Contract Type: Permanent, Full-time
Hours: A minimum of 37.5 hours per week (exclusive of breaks) Monday - Friday. Occasional weekend and evening work will be required, for which time will be taken in lieu. Some flexible working considered in line with our hybrid working policy.	

The Role:

The Rothschild Foundation is seeking an experienced environmentalist to lead the development and delivery of our grant-making portfolio focused on Environment and Communities.

The Rothschild Foundation, rooted in over 70 years of family leadership, is dedicated to making long term impactful contributions to the arts, local communities and the environment, with Waddesdon Manor as the emblem of our mission. The foundation delivers funding programmes both locally, in its home country of Buckinghamshire, and nationally, across England. Our areas of interest are Arts and Culture and Environment, where we make a number of multi-year investments each year, as well as operating a Community Fund which provides small grants to support local communities.

We are lucky to call the beautiful Waddesdon Estate our home, operating from an office based on the Estate. Our grant-making is inspired by the art collection and buildings of Waddesdon Manor and the natural environment of the Estate. We develop close working relationships with our grantees, often using our spaces and our cultural and environmental assets to support their work.

What you will do:

As Senior Grants Manager, Environment and Communities, you will identify, assess, and manage grants that contribute to these evolving areas of interest.

A particular focus of the role will be developing strategic grants and partnerships that contribute to Environmental Sustainability. This is a developing area of interest, supporting activity that restores the natural environment and enabling practices such as nature friendly farming and community growing. Current grantees include the Sustainable Food Trust, the Wildlife Trust, and local farmer clusters.

The Foundation has recently launched a 'Green Fund' pilot, supporting Buckinghamshire grantees to deliver progress in environmental sustainability. The role will lead on the delivery of this programme.

As well as developing relationships with external stakeholders you will also closely collaborate with colleagues, making connections between grants and activities at Waddesdon Manor. In particular, working closely with the Rothschild Foundation's Sustainability and Conservation Department and the Education & Learning Department.

The role will also support the development and assessment of grants to the Rothschild Foundation's Community Fund which is open to not for profit organisations in Buckinghamshire who support local communities, with a particular focus on disadvantage.

At the Rothschild Foundation, we take an adaptable approach to funding, combining support for locally driven priorities with deep engagement in areas of strategic interest to our Trustees. This makes the Foundation a stimulating and progressive place to work.

We offer a flexible working environment, in line with our hybrid working policy. A significant amount of time will be spent visiting applicants, grantees and partners which will require frequent travel within Buckinghamshire, London and other parts of England. Some attendance at meetings outside of standard hours will be required with time off in lieu provided.

The role will report to the Director of Grants but, as a small, collaborative grants team, will work closely with other members of the team. For example, there the role will be expected to contribute to the assessment of applications to our Community Fund at times of high demand for funding. An enthusiastic, flexible and inquisitive approach is encouraged.

We are committed to building a diverse and inclusive team, and we actively welcome applicants from all backgrounds.

Key responsibilities include but not limited to:

Grant Programme Management

- Strategic development of our Environment programme, including current explorations in community growing, nature friendly farming and nature restoration.
- Leading on the delivery of a 'Green Fund' pilot, supporting grantees and funded activities. This will include working closely with the Evaluation and Impact Manager and Operations Manager to review the programme and make recommendations for future delivery to Grants Committee
- Maintaining an overview of the portfolio of 'Environment' grants, sharing learning and identifying connections across grantees
- Keeping up to date on sector development, identify funding gaps, and emerging opportunities.
- Identifying and supporting potential applicants, conducting visits, guiding proposal development, and ensuring due diligence standards are met
- Building and maintaining strong relationships with grantees, conducting six-monthly catch up conversations, visiting funded activity and acting as a 'critical friend'
- Supporting the delivery of our Communities funding, including assessment of applications to the Community Fund and occasional Trustee related community grants
- Supporting programme evaluation in collaboration with the Impact and Evaluation Manager, responding to learning from grantee reports and data to enhance programme effectiveness
- Producing regular updates for Trustees, including project updates and data insights, and contribute to creative ways of sharing the impact of our funding

Stakeholder Engagement

- Working closely with colleagues across the Rothschild Foundation and Waddesdon Manor, with a particular focus on Sustainability, Biodiversity and Learning
- Developing and maintaining relationships with key strategic partners, including Buckinghamshire Council, the Natural Environment Partnership, and those outside of Buckinghamshire, including the National Trust
- Representing the Foundation at relevant networks and events, including Farmer Cluster meetings, Bucks Rural Forum, Good Food Bucks, as well as those outside of Buckinghamshire.
- Developing and implementing approaches to increasing the reach and accessibility of our grant-making

Communications

- Working with the Grant Team on the Foundation's annual grants review, website, and social media

Special Projects

- Managing external consultants and collaborating with colleagues to deliver special projects, research or events that advance the Foundation's plan

IT

- Working with the Foundation's IT systems (including Microsoft Office Suite, Blackbaud database and SharePoint). We are able to offer training in Blackbaud, and SharePoint if needed and are open to discussing other training needs

You will be a great fit if:

You are a highly motivated, dynamic, and experienced individual with experience in thinking and working strategically. You will also be used to taking the lead to develop new areas of work, and have experience working in environmental or conservation sectors with a strong understanding of nature-based solutions and ecological restoration.

You have a genuine commitment to tackling inequality and supporting under represented groups as well.

Your areas of knowledge and expertise that matter for this role:

- **Strong Interpersonal Skills:** with the ability to build trust and maintain meaningful relationships across a range of stakeholders
- **Excellent Written and Verbal Communication Skills:** be able to engage effectively with diverse audiences
- **Highly Organised:** with the ability to manage tasks independently and work collaboratively within a small team
- **Flexibility:** flexible and creative approach to exploring new ideas of work
- **Technical Proficiency:** IT skills, particularly in Microsoft Office and standard IT packages, as well as confident in using databases

Rewards for working with us:

- We are proud of where we work and want to share Waddesdon Manor with family and friends by offering a number of complimentary tickets to the house and grounds.
- **Waddesdon Discounts** – 50% discount in the food-to-go outlets at the Manor. 20% in the Manor gift shop and restaurant, Stables Café, Five Arrows Hotel, and The Bow Pub. 20% discount on special event tickets made available to staff.
- **Staff Card** - A National Trust staff card entitles two adults and children under 18 years of age free admission to all National Trust properties and 20% discount in NT retail and catering outlets.
- **Annual Leave** - On starting with us, you will receive 25 days annual leave per year plus 8 public holidays pro-rata. Stay with us for 3 years and this rises to 28 days, 30 days after five years and 32 days after 10 years.
- **Sick pay** - If you become ill, one week of sick pay during your first 3 months. This rises to a maximum of 3 months full pay within a rolling 12-month period. After four years you also receive a further 3 months at half pay in the rolling 12-month period.
- **Pension** - We will top up your pension by matching any contribution you make, up to 10% of your basic salary.
- **Income Protection** – on completing one year of continuous service, income protection may be available at 50% of basic salary for a maximum of 5 years.
- **Life Assurance** – a lump sum of 4 times basically annual salary is payable upon death in service.
- **Flexible & Hybrid Working** – we encourage departments to manage their own way of working to suit the workload and nature of the work. We recommend a minimum of 3 days a week on-site.
- **Long Service Awards** – every 5 years of service, you are invited to a celebration to recognise your contribution to the organisation. A cash sum is awarded as a thank you.
- **Mental Health and Wellbeing Support** – access to a wellbeing platform and fully funded 1:1 counselling service.
- **Enhanced Maternity Pay** – after 12 months of continuous service, you can choose 13 weeks of maternity leave at full pay followed by 26 weeks statutory pay.
- **Enhanced Paternity Pay** – after 12 months of continuous service, you may take 3 months of paternity leave at full pay.
- **Eye Care** – eye care vouchers for employees who are DSE users.
- **Flu Jabs** – free flu jabs in October.
- **Travel** – Cycle to Work Scheme, Season Ticket Loan for train or bus, Octopus Electric Vehicle Scheme.
- **Deposit Loan Scheme** – financial support to go towards a private rental deposit.
- **Access to Perk at Work** – access to exclusive discounts from hundreds of retailers, and up to 55% off cinema tickets.
- **Memberships** – 20% discount on new Nuffield gym memberships. 15% off Hartwell Spa Memberships and treatments, and 15% off food in the restaurant.

Workplace adjustments

We work closely with employees to help them work at their best, including making adjustments such as flexible working, compressed hours, providing equipment or changes to the workplace, where possible.

EDI

At the Rothschild Foundation, we place Equality, Inclusion and Diversity at the core of our values. We strive to be an organisation that actively addresses inequality and prejudice while fostering a truly anti-racist culture. Our approach is centered on meaningful and equitable support and development for you

and others throughout your time with us. We are committed to providing an environment free from discrimination, where every team member feels valued, respected and has a true sense of belonging.

Application

The vacancy advert may be taken down from job boards earlier than the stated deadline if a high standard of applications is received.

We welcome applications from everyone and particularly encourage applications from people from an ethnic minority background, and people with a disability to help us achieve a balanced representation in our workforce, especially at senior grades.

To reduce bias in our shortlisting process, we operate an anonymised application process.

All candidates invited to interview have the opportunity to request adjustments to the recruitment process when scheduling your interview, for example accessible parking, communication support or breaks. To support all candidates to perform their best at interview, we send questions 24 hours in advance of the round 1, in-person interview.

To apply, **please send a current CV (of no more than two A4 pages) and covering letter (maximum 1000 words)** explaining why you are interested in the role and how your experience will help the Rothschild Foundation respond to challenges and opportunities in relation to the Environment and Sustainable practices.

Applications should be sent to application@waddesdon.org.uk

Closing date: 5.00pm, Friday 22 August 2025

If you apply for this role and are selected to interview, here is what you can expect:

- In-person interview on 11 September 2025 at Windmill Hill, Silk Street, Waddesdon, HP18 0JZ
- Possible second interview the following week