



Save the Rhino International: Grants Officer

1. Brief job description

Role: Grants Officer

Salary: £25,500 - £30,000 depending on experience

Holiday allowance: 25 days *per annum* plus UK bank holidays

Contract type: Permanent

Probationary period: Three months

Hours of work: Core hours are between 10am and 4pm. You will work 7 hours per day (excluding a lunch break) 5 days per week. Start / end times can be flexible, so long as the core hours are worked (or a variation in agreement with your line manager)

Location: Save the Rhino International supports a hybrid work model. For this role, it is anticipated that you will work a minimum of three days a week from our office (Unit 3, Coach House Mews, 217 Long Lane, London, SE1 4PR). Further flexibility can be discussed with your line manager

Line manager: Grants Manager

Start date: Monday 18 August 2025

Application closing date: 23:59 (BST) on Tuesday 1 July 2025. We reserve the right to close this vacancy early if we receive sufficient applications for the role.

2. About Save the Rhino International – leading the charge!

At Save the Rhino International, we believe rhinos are magnificent, in themselves and as champions of the incredible wild landscapes in which they live. And they are endangered. To thrive, both rhinos and people need a world that is healthy, diverse and resilient.

We connect people striving to conserve rhinos and their habitats with people who want to support that vital work, and we contribute our own knowledge and skills to the conservation effort. Every day we work with a wonderful community of passionate friends, partners and supporters, to ensure that all five species of rhinos thrive in the wild.

Our core values, on which we will never compromise, are Integrity, Collaboration and Determination. We express those values through how we behave and talk to the world – who we are: Friendly, Knowledgeable and Passionate.

Save the Rhino International was established as a UK-registered charity in 1994. In the financial year ending 31 March 2025, we raised c. £3.4 million in support of our conservation partners in Africa and Asia.

3. About the role

Please note that this is a new role at Save the Rhino, which offers the chance to help raise vital funds for rhino conservation efforts in Africa and Asia. The Grants Officer will report to the Grants Manager, who in turn reports to the Grants Lead.

Raising funds for specific rhino conservation field programmes and projects in Africa and Asia is a key part of Save the Rhino's work. In the financial year 2024-25, c. £2.6m in grants were made in response

to donor-funded proposals that were drafted by the grants team. Producing good proposals and credible budgets depends on close liaison with Save the Rhino's partners in the field to understand the issues that need to be addressed and the proposed approaches to tackle them. Receiving repeat grants from donors depends on consistently providing high-quality, relevant and timely reports that analyse the impact of the grants, as well as developing relationships with the donors built on mutual trust and understanding.

As part of Save the Rhino's grants management team, the Grants Officer will benefit from the opportunity to learn about rhino conservation in the field, and best practice fundraising. The primary focus of the role will be to support the Conservation and Fundraising teams by drafting narrative and financial reports on grants from individuals, companies, grant-making trusts and foundations, zoos, and governments. In addition, the Grants Officer will also participate in internal and external discussions about project design, monitoring and evaluating impact, and help provide content for Save the Rhino's website, print, and social media.

Save the Rhino International is a small and friendly organisation with big ambitions. Every day, we strive to achieve our vision of all five rhino species thriving in the wild. We have an informal, genuine, and supportive atmosphere, whilst expecting high professional standards of all our staff. All members of our team are required to support the work of each other: enthusiasm, flexibility, and a willingness to pull together when required are essential.

4. Key responsibilities

The primary responsibilities of the Grants Officer are to support the Grants Manager and Grants Lead, including:

Programme-facing

- In discussion with field programme partners, help develop project proposals and budgets that can be pitched to potential funders
- Set up report templates for grant recipients to complete
- Assist with monitoring and evaluating grant impact
- Support Save the Rhino's annual risk assessment process, which involves due diligence of the recipients of our grants

Donor-facing

- Thank the donors of donations for specific programmes or projects of less than £1,000 made to Save the Rhino
- Adapt quarterly / biannual / annual grant reports from field programmes or projects, produced by the Grants Manager and/or Grants Lead, and tailor them to each donor's requirements
- Manage grants from funds raised by the ForRangers initiative, including liaison with the ForRangers Advisory Board, and communicating the impact of those grants to participants in the annual ForRangers Ultra marathon
- Respond to donors' requests for images, information, rhino facts etc. on request

Internal

- Participate in and minute weekly meetings to discuss news and priority needs from our partners in the field, grant management and reporting, grant application opportunities, communications opportunities etc.
- Provide compelling copy and images for Save the Rhino's Communications team to produce content highlighting rhino conservation progress and the impact of donors' grants

- Ensure all supporter and partner activity is accurately recorded in Save the Rhino's database (Salesforce) and used effectively for relationship management
- Manage administrative tasks, including creating invoices, and tracking income and expenditure against the budget
- Uphold General Data Protection Regulation, data protection, and fundraising best practice to ensure that Save the Rhino's fundraising is ethical, inclusive and legally compliant

General

- Participate in organisational monitoring, evaluation and learning processes
- Contribute to achieving organisational financial targets and return on investment
- Support the team with *ad hoc* event logistics, including, but not limited to, evening cultivation events, London Marathon, etc.
- Contribute to building broader team culture
- Other tasks as needed and consistent with role

5. Person specification

Essential skills / experience:

- Excellent oral and written communication skills, high attention to detail and fluency in English
- Experience of writing reports and communicating effectively with a range of external audiences
- Strong excel skills
- Excellent time-management and ability to prioritise workload to meet tight deadlines in a busy team
- Ability to be flexible, enthusiastic, self-motivated and self-confident, working both independently and as part of a team
- A degree in conservation / biology / zoology or related field

Desirable skills / experience:

- Experience of working with people from different backgrounds and cultures, and/or in different countries
- Knowledge and understanding of African and Asian rhino conservation
- Experience and success in applying for and managing grants from individuals and grant-making organisations
- Experience with fundraising / customer-relationship management databases

6. Application process

All applications need to be received by 23:59 on Tuesday 1 July 2025. Applications should be sent by email to finance@savetherhino.org with "Grants Officer" in the subject line. Please do not ring the Save the Rhino office to discuss the application process.

Applicants should submit:

- A cover letter (PDF, no more than 2 pages), which should explain why you want this position and clearly demonstrate why you believe you are the best fit for the role, as well as your contact details: email address and mobile phone number
- A CV (PDF, no more than 2 pages), which should demonstrate the skills, aptitude, and experience outlined in the person specification
- Details of 2 referees (name, address, telephone number, email, nature of relationship).
Referees will only be contacted once a conditional job offer has been made

Failure to provide the information as specified above will result in immediate disqualification from the application process. Short-listed applicants will be invited for a first interview (online) on Wednesday 9 July, and for a second interview (in person) on Friday 11 July 2025.

We have a legal responsibility to ensure all employees have the right to work in the UK. Candidates will be asked to prove this before commencing employment.

We particularly welcome applications from candidates from diverse ethnic backgrounds, which are currently under-represented within the organisation.

Please note that due to pressure on staff time, applicants not shortlisted for interview will not receive a reply. If you have not heard from us by 4 July, you should assume that you have not been selected for interview.

Thank you very much for your interest in this exciting role. We look forward to receiving your application.

7. Protecting your data

Save the Rhino takes your data protection seriously. Our full privacy policy for recruitment can be found on our website: <https://www.savetherhino.org/privacy-policy/>