

**Overview:**

The role of Bid Writer at Staying Put is to develop income streams that will bring in sustainable funds for the longer-term. Reporting to the Head of Finance and Corporate Services, this role will work closely with the Service Managers to identify funding opportunities which match our capacity for delivery. The Bid Writer will work for the success of our overall strategic goal to support all victims and survivors of domestic abuse and sexual violence through our strategic objectives:

1. Early intervention and prevention;
2. Halving violence against women and girls; and
3. Inclusivity

The focus of the role will be on bid writing to generate new income streams for the charity. Some of this new income will enable us to fund our core costs, build up a surplus and help bring about our strategic aims for the charity. The Bid Writer will use their breadth of experience and knowledge to quickly understand our context and identify appropriate funding opportunities.

**Prime objectives of post**

1. Write and submit bids for competitive contract tenders to generate new income streams, thus diversifying us away from our reliance on core local authority funding for the Survive & Thrive contract.
2. Write grant applications to generate income to enable us to fulfil our charitable objectives.

**General Duties**

1. To be familiar with the aims and objectives of the organisation and the wider consortium partnership arrangements
2. To remain up to date on all legal and practice issues relating to the role
3. To adhere to the Code of Conduct at all times
4. To maintain statistical data and information in order to contribute to the monitoring and evaluation of services.
5. To ensure that the service complies with the legal framework that protects the safety of vulnerable adults and children, adhering to the Local Safeguarding Adult & Children's Board policies and procedures and the practical implications of this are understood.

**Range of Duties**

1. Raise significant funds in the form of grants from charitable trusts, foundations and statutory bodies across a number of projects to agreed targets with a focus on large grants (+£100k) and seek out new opportunities.
2. To prepare compelling high quality funding proposals that are strategically relevant and attractive to trusts and foundations.
3. Maintain the prospect pipeline, submitting and tracking applications and liaising with grant-making bodies at all stages of the process.
4. Develop a comprehensive rolling programme of targeted and specific funding applications, increasing our average grant amount.
5. Build on relationships with existing trust supporters, writing reports to meet deadlines and submitting further applications for funding.

6. Manage and lead the identification of trusts and foundations that have not previously supported the work of Staying Put, building on an annual calendar of key prospects.
7. Develop core generic trust proposals for each programme that requires funding.
8. Write tailored applications, addressing grant-making priorities or requirements as specified by individual trusts and foundations.
9. Identify and develop new opportunities and services through needs analysis and member feedback via the Senior Leadership Team and understand the real value of our services that will quickly lead to more funds being generated.

*The duties of this post may vary from time to time, without altering its overall nature.*

This information is designed to help employees understand and appreciate their role within the organisation and across the partnership contract offer. The following points should be noted

1. Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore have been used which assume that all the usually associated routines are included.
2. Employees should not refuse to undertake any work, which is not specified on this form.

**Personnel Specification**  
**(Essential unless stated)**

<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Significant experience in a similar Bid Writer role, with the ability to demonstrate consistent success in meeting and exceeding challenging financial targets.</li> <li>▪ Substantial and demonstrable in-depth knowledge and experience of, and proven ability at, grant fundraising, commissioning – whether from charitable trusts or statutory funders, ideally both.</li> <li>▪ Proven experience of relationship management and able to demonstrate relationships that have been developed to deliver maximum benefit.</li> <li>▪ Knowledge and experience of the voluntary, community, public, private and/or social enterprise sector.</li> <li>▪ Knowledge of the issues relating to domestic abuse and sexual violence.</li> <li>▪ Awareness and understanding of trends, legislation and Institute of Fundraising best practice guidance in relation to grant fundraising.</li> <li>▪ Sound understanding of and experience working with the Microsoft Office Suite.</li> </ul>
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<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Ability to implement the strategy and day to day plans to get the desired results.</li> <li>▪ The ability to analyse and research information, presenting the desired findings in a persuasive and professional way for a variety of audiences.</li> <li>▪ Demonstrable skills of leadership &amp; teamwork.</li> <li>▪ Ability to write clear &amp; accurate reports, varying the style appropriately for the audience.</li> <li>▪ Ability to work professionally and effectively within a hierarchical management structure.</li> <li>▪ High degree of literacy and numeracy skills.</li> <li>▪ Excellent time management, organisation and multi-tasking skills.</li> <li>▪ Strong and positive oral and written communication and presentation skills, a confident communicator.</li> <li>▪ Strong financial management skills (desirable).</li> <li>▪ Ability to use collaborative skills of others in Board, peer and other relationships to achieve better results understanding the needs of disadvantaged communities we serve (desirable).</li> <li>▪ Ability to understand budgets and work within the financial procedures of the organisation (desirable)</li> </ul>
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<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>▪ Detail oriented with strong attention to effective task completion.</li> <li>▪ Able to problem solve in high stress, dynamic and varying situations.</li> <li>▪ Self-starter, resilient, persistent, driven, and use own initiative.</li> <li>▪ Positive and professional attitude. Comfortable working with/at all levels internally and externally with the highest level of professionalism.</li> <li>▪ Have an understanding of the feminist perspective on how gender, social, economic, race, cultural, linguistic, religious and sexual orientation issues may impact on people’s lives.</li> <li>▪ Ability to demonstrate a commitment to the principles of equal opportunity and diversity ensuring inclusivity across all aspects of service delivery.</li> <li>▪ Must have an empathic, non-judgmental, non-directive and anti-discriminatory approach</li> <li>▪ Creative approach to income generation.</li> <li>▪ Developed and well-established relevant contacts in Yorkshire.</li> </ul> <p><b>Other</b> Undergo a DBS check with a successful outcome.</p>
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<b>Education / qualifications</b>	<ul style="list-style-type: none"><li>▪ Educated to degree level or equivalent.</li><li>▪ A demonstrable commitment to relevant training.</li></ul>
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**Our values are - Inclusivity, Integrity, Passion and Drive**

## Terms and Conditions of Employment

<b>Job Title</b>	Bid Writer		
<b>Salary</b>	£32,900 FTE per annum		
<b>Hours of Work</b>	18.75 hours per week (over 3 days) Flexible working – core hours are 10am until 4pm – see Flexible working policy		
<b>Annual Leave</b>	30 Days (pro rata for part time employees.)  The annual leave year runs from 1 <sup>st</sup> April to 31 <sup>st</sup> March.		
<b>Bank Holidays</b>	8 Statutory Bank Holidays (pro rata for part time employees)		
<b>Birthday Leave</b>	Day off for your birthday in addition to annual leave		
<b>Pension</b>	Staying Put offers a pension by salary exchange into a stakeholder pension scheme with auto enrolment after 12 weeks. Employees can contribute on a regular basis to their pension plan.		
<b>Wellbeing</b>	Staying Put regards the health and well-being of their staff as pivotal to creating a healthy workforce. Therefore, Staying Put provides an Employee Assistance Programme (EAP) to all staff and a healthcare plan with GP access and discounted gym memberships for all staff confirmed in post. Agile Working and Flexible Working policies are in place to assist with work life balance.		
<b>Employee Benefits</b>	An employee discount scheme and financial wellbeing benefit, with access to financial coaches, are in place for all employees.		
<b>Death-in-service Benefit</b>	2x annual salary		
<b>Probationary Period</b>	The post holder will need to satisfactorily complete a 6-month probationary period.		
<b>Expenses &amp; Car Usage</b>	Expenses are reimbursed in line with the expenses policy. 45p per mile is paid to staff that use their own vehicles for journeys they have to take in the performance of their duties. Appropriate insurance must be in place.		
<b>Sickness</b>	<b>Years of service</b> Up to probationary period	<b>Full pay</b> SSP Only	<b>Half pay</b> SSP only
	Post Probationary period	2 months	2 months