

Job Description & Person Specification: Bid Writer / Fundraiser

Role Description

Citizens Advice Peterborough [CAP] is a dynamic local charity. People come to us with all sorts of issues; they may have money, benefit, housing or employment problems and may be facing a crisis, or just wishing to consider their options. Our goal is to help everyone find a way forward, whatever problem they face.

Our drive is to improve the quality of advice, particularly for the most deprived by increasing the access to information, advice and advocacy in Peterborough. The charity has been instrumental in helping eight thousand unique clients each year; however, demand for our service is growing and far exceeds our current resources. With the introduction of Universal Credit and ongoing welfare reform demands for our service will grow further.

We are now looking for a new member of staff to fill a key new role in the charity; a bid writer to research, design, write and submit detailed applications for capital and revenue funds to relevant grant-making bodies to support our services. This will be an exceptional opportunity for a gifted and driven individual to build new networks and develop new funding streams for the charity.

We are looking for someone who is passionate about advice services that would enjoy the chance to make a real difference to people's lives and make the case to donors, trusts and corporate organisations to fund our work in Peterborough.

- Accountable to: Chief Executive
- Location: Peterborough
- Hours: 35 hours per week
- Contract: One year fixed term contract
- Salary: £25,440 - £27,123

Key responsibilities

- This will be a wide ranging role with significant opportunities working closely with the Chief Executive and other key team members to research potential funders whether individuals, grant-giving bodies, corporates or other organisations.
- Lead on bid writing and applications in line with donor and organisational requirements; ensuring deadlines for new applications and reporting are met.
- Building a detailed understanding of all CAP work streams to identify projects and activities of interest to funders.
- Maintaining and strengthening relationships with existing and potential funders through regular newsletters and other correspondence, events and careful database management.

Main duties:

- Undertake research as required to compile prospect's lists and produce funding briefs.
- Accounts manage a portfolio of funders, including compiling and producing progress reports, with support from the CAP senior management team.
- Provide grant administration support for grants received from a range of funders including Trusts and Foundations, the Big Lottery Fund, central and local government.
- Coordinate with our Management Accountant to ensure that CAP grant funds and donations received are recorded accordingly and on in house financial system.
- Ensure all donors are promptly thanked within standards set for response times.
- Write funding bids and carry out unrestricted appeals.
- Maintain up to date and accurate paper and electronic files on funders and prospects.
- Develop and maintain an excellent knowledge of the charities services and build relationships with service managers in order to research, design, write and submit detailed applications for capital and revenue funds to all relevant grant-making bodies.
- Account manage and build relationships with relevant funders ensuring all donors are canvassed in a relevant way, and provide monitoring ,evaluating and reporting as necessary.
- Keep up to date with project development and communicate progress to funding bodies.
- Where relevant, arrange for prospects and donors to visit the work of the charity.
- Receive regular supervision and attend training as agreed with the Chief Executive.

Learning and development

- Identify and implement own learning and development needs
- Organise learning for fundraising and development activities in conjunction, as appropriate, with the chief officer and / or training supervisor

Charity trustee board

- Attend meetings of the charity trustee board as and when required
- Assist with the preparation of the charity annual report
- Assist with planning and preparations for external events including the charity AGM

Public relations

- Promote the work of the Citizens Advice Peterborough both locally and nationally
- Represent the charity to statutory, voluntary and commercial organisations, professional bodies and institutions
- Maintain contacts with local and regional media

Other duties and responsibilities

- Promote the aims, policies, and membership requirements of the Citizens Advice service
- Carry out any other tasks that may be within the scope of the post to ensure the effective delivery and development of the service
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues

Essential Skills:

- 1) At least two years' experience working in a fundraising role – this could be in grants, individual or corporate giving but a range of experience would be welcomed
- 2) A proven track record of raising substantial income on an annualised basis
- 3) The ability to commit to, and work within, the aims, principles and policies of the Citizens Advice service
- 4) Good understanding and knowledge of trusts, statutory and lottery fundraising and the voluntary sector.
- 5) IT literate with strong administrative skills (manual and computerised).
- 6) Experience in collating monitoring information for reports on grants from statutory and lottery funders, and ideally from charitable trusts and donations.
- 7) Excellent verbal and written presentation and communication skills including the ability to write funding briefs, reports, proposals and correspondence.
- 8) Flexible, self-motivated, energetic and enthusiastic with the ability to set priorities and manage multiple tasks in a timely manner under minimal supervision.
- 9) Experience of working independently to drive and deliver multiple projects.
- 10) Experience of researching and writing detailed proposals to obtain funding from various sources including Trusts, Foundations, Institutions and Corporate Donors
- 11) Experience of building and maintaining good relationships with colleagues and the wider community
- 12) Ability to plan and organise a varied and busy workload, including handling conflicting priorities and meet deadlines.
- 13) Good numeracy skills