



Job Description & Person Specification

Bid Writer / Fundraiser

Job title:	Bid Writer/Fundraiser
Reports to:	Director of Service
Working hours:	0.6 FTE (22 hours per week)
Salary:	£23,970 to £27,030 pro rata (£14,382 to £16,218 actual) plus 2% employer contribution to workplace pension
Location:	Coventry, with some flexibility for home-working
Contract:	One year fixed term
Responsible for:	N/A

Role purpose

We have an opportunity to fill a brand-new role within the charity - a bid writer/fundraiser to research, design, write and submit detailed applications for capital and revenue funds to support our services. This will be an exceptional opportunity for a gifted and driven individual to build new networks and to establish, develop and maintain new fundraising initiatives 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 Coventry.

About us

Coventry Independent Advice Service is a dynamic local charity offering free advice, information and support across the city. People come to us with all sorts of problems and enquiries. We can help to identify and claim benefits, to challenge decisions, to advise on strategies for dealing with problem debt, to negotiate with creditors and to provide information and support on a range of other social welfare issues.

Our service is delivered from community outreach venues across the city where we offer a mix of 'drop-in' sessions and pre-booked appointments. Our service model is focused on reaching people where they live, in their own neighbourhoods, and in areas of greatest need.

Our vision is for a city of empowered citizens. By offering a high-quality advice service, and empowering people to make informed decisions, we can make a real difference to individuals, families and the wider community. We can also use evidence gained from our service delivery to feed into local and national policy initiatives to influence lasting change.

At present, we are wholly funded under a grant-in-aid agreement by Coventry City Council. This has brought a great deal of security but we also recognise the risk of reliance on one funder, particularly as local authority budgets are under increasing pressure. We are therefore seeking to diversify our income sources and to develop additional projects to meet specific community need.

We have achieved significant results for thousands of individuals and families in the city, in terms of benefit awards, debt management and other financial gains. In 2016/17, the total of these financial gains was around £3 million.

At the heart of our strategy is a commitment to reducing inequality and improving quality of life within the city of Coventry. The coming years present a considerable challenge for us as we seek to meet increasing demand for advice while also maintaining a focus on quality and service development. With the introduction of Universal Credit and ongoing welfare reform, demands for our service will grow further. The commitment of our staff, trustees and volunteers is crucial to us meeting these challenges and to realising our vision.

Key responsibilities

- This will be a wide-ranging role, working closely with the Director of Service, with trustees and colleagues, to establish, develop and maintain new fundraising initiatives for the charity.
- You will take a lead role in researching and developing funding proposals for trusts and foundations, individuals, corporates and others.
- You will build a detailed understanding of all Coventry Independent Advice Service activities and strategic objectives to identify projects and activities of interest to funders.
- You will identify opportunities, lead on bid-writing and professional tender submissions and produce detailed personalised responses that contribute to our continued success.
- You will work alongside colleagues to produce and develop service models, solutions, evidence and content that support winning bids.
- Maintaining and strengthening relationships with existing and potential funders through regular newsletters and other correspondence, events and database management.

Main duties

- Research potential grant funders and identify other capital and revenue opportunities.
- Write, edit and submit high quality content for funding applications and bid processes, completing documents to deadline and ensuring they are of consistent quality and style.
- Carry out unrestricted appeals.
- Establish and accounts manage a portfolio of funders, including compiling and producing progress reports, with support from the Director of Service.
- Provide grant administration support for grants received from funders.
- Work with our Treasurer, and others with finance responsibility, to ensure that grants and donations received are recorded appropriately.
- Ensure all donors are promptly thanked within standards set for response times.
- Build relationships with relevant funders ensuring all donors are canvassed in an appropriate 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.

Learning and development

- Identify and implement own learning and development needs.
- Receive regular supervision and attend training as agreed with the Director of Service.
- Organise learning for fundraising and development activities in conjunction, as appropriate, with the Director of Service.

Charity trustee board

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

Public relations

- Promote the work of Coventry Independent Advice Service, locally, regionally and nationally.
- Represent the charity to statutory, voluntary and commercial organisations, professional bodies and institutions.
- Develop and maintain contacts with local and regional media.

Other duties and responsibilities

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

Person specification

Quality	Job Requirements	Measured by:
Experience	<ul style="list-style-type: none">• 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.• Experience of researching and writing detailed proposals to obtain funding from various sources including Trusts, Foundations, Institutions and Corporate Donors.• A proven track record of raising substantial income on an annualised basis.• Experience in collating monitoring information for reports on grants from a range of funders.• Experience of working independently to drive and deliver multiple projects.	Application form and interview.
Knowledge and skills	<ul style="list-style-type: none">• Good understanding and knowledge of trusts, statutory and lottery fundraising and the voluntary sector.• Ability to build and maintain good relationships with colleagues and the wider community.• IT literate (ideally with experience of Microsoft Office/Office365) with strong administrative and numeracy skills.	Application form and interview.

	<ul style="list-style-type: none"> • Knowledge and understanding of an outcome based approach to measuring and monitoring performance. • Excellent verbal and written English presentation and communication skills, including the ability to write funding briefs, reports, proposals and correspondence. • Strong analytical, interpretative, evaluative, and organisational skills. 	
Behaviours	<ul style="list-style-type: none"> • You adopt a 'can-do' attitude in all the work you deliver, ensuring it meets the needs of current and potential customers. • You are accountable for your own performance and development, and you take responsibility for your actions and decisions. • You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve. • You promote equality and diversity and actively work to minimise harm to others. 	Application form and interview.
Other requirements	<ul style="list-style-type: none"> • The ability to commit to, and work within, the aims, principles and policies of Coventry Independent Advice Service. • Flexible, self-motivated, energetic and enthusiastic with the ability to set priorities and manage multiple tasks in a timely manner under minimal supervision. • To travel to visit other organisations and venues and attend meetings and work in the evening or on weekends on occasion. • Willingness to submit to a Disclosure and Barring Service (DBS) check. 	Application form and interview.

Last reviewed:	15 May 2017
Reviewed by:	Alan Markey, Director of Advice Services
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