



Post title	Bid Writer & Fundraiser
Salary	£29,600 p.a.pro rata'd
Pension	6% Employer Contribution with optional Employee Contribution
Hours of work	22 ½ per week (3 days)
Contract	One year fixed term contract with potential for extension
Holiday entitlement	28 days p.a. plus statutory holidays (pro rata'd)
Place of work	Northamptonshire and surrounding areas
Based at	Negotiable
Accountable to	Chief Executive
Job purpose	The Bid Writer & Fundraiser will be responsible for building awareness of Service Six, organising and managing innovative and key fundraising events, building relationships with corporate partners and supporting the Chief Executive with research, designing, writing and submitting detailed applications for capital and/or revenue funds to relevant grant-making bodies to develop the charity's services.

MAIN RESPONSIBILITIES/DUTIES

1. Research potential funders whether individuals, grant-giving bodies, corporates, statutory bodies or other organisations and fundraising opportunities and compile prospects lists and produce funding briefs
2. Account manage a portfolio of funders, including compiling and producing progress reports, with support from the Service Six team
3. Provide grant administration support for grants received from a range of funders including Trusts and Foundations, the Big Lottery Fund, central and local government
4. Coordinate with the Finance team to ensure that Service Six grant funds and donations received are recorded accordingly on the charity's financial system
5. Ensure all donors are promptly thanked within standards set for response times
6. Lead on bid-writing and applications and carry out unrestricted appeals; ensuring deadlines for new applications and reporting are met
7. Maintain up to date and accurate paper and electronic files on funders and prospects

8. Develop and maintain an excellent knowledge of the charity's services and build relationships with service managers in order to research, design, write and submit details applications for capital and revenue funds to all relevant grant-making bodies
9. Account manage and build relationships with relevant funders ensuring all donors are canvassed in a relevant way, and providing monitoring, evaluating and reporting as necessary
10. Keep up to date with project development and communicate progress to funding bodies
11. Where relevant, arrange for prospects and donors to visit the work of the charity
12. Manage own budget and ensure that targets are met
13. Promote the values of Service Six to external partners in respect of partnership working
14. Adhere to Service Six's policy and procedure
15. Attend meetings as necessary
16. Attend training as directed
17. Undertake any other reasonable duty commensurate with a Bid Writer & Fundraiser role as directed.



REQUIREMENT	ESSENTIAL /DESIRABLE	HOW ASSESSED Application Form =AF Interview=I References= R Skills Assessment = SA
Qualifications <ul style="list-style-type: none"> • A good standard of spoken and written English • Certificate in Fundraising • Diploma in Fundraising 	E D D	AF, I, R AF, I, R AF, I, R
Experience <ul style="list-style-type: none"> • Substantial range of experience of working in a fundraising role • Proven track record of raising substantial income on an annualised basis • Experience in collating monitoring information for reports on grants from statutory and lottery funder and ideally from charitable trusts and donations • Experience of working independently to drive and deliver multiple projects • Experience of researching and writing detailed proposals to obtain funding from various sources including Trusts, Foundations, Institutions and Corporate Donors • Experience of building and maintaining good relationships with colleagues and the wider community 	E E E E E E	AF, I, R AF, I, R AF, I, R AF, I, R AF, I, R AF, I, R
Knowledge and Understanding <ul style="list-style-type: none"> • Good understanding and knowledge of trusts, statutory and lottery fundraising and the voluntary sector • Use and application of social platforms and mobile applications • Awareness and understanding of the issues affecting children, young people and adults 	E E D	AF, I, R AF, I, R AF, I, R
Aptitudes and skills <ul style="list-style-type: none"> • Able to commit to and work within the aims, principles and policies of Service Six • IT literate with strong administrative skills (manual and computerised) 	E E	AF I, R AF, I, R

<ul style="list-style-type: none"> • Excellent verbal and written presentation and communication skills including the ability to write funding briefs, reports, proposals and correspondence • Able to set priorities and manage multiple tasks in a timely manner under minimal supervision • Able to plan and organise a varied and busy workload, including handling conflicting priorities and meet deadlines • Good numeracy skills 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF, I, R, SA</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p>
<p>Personal Attributes</p> <ul style="list-style-type: none"> • Able to demonstrate adherence to values of public service • Commitment to co-production • Able to work flexible hours including evenings and weekends • Flexible, self-motivated, energetic and enthusiastic • Expectation that Employees will have access to own transport • Prepared to travel to fulfil duties 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AF, I, R</p> <p>AF, I, R</p> <p>AF, I, R</p> <p>I</p> <p>I</p> <p>I</p>