



Bid Writer & Fundraising Manager Job Description & Person Specification

Role:	Bid Writer & Fundraising Manager
Hours:	Part Time - 15 Hours per week (flexible)
Location:	Home Based
Contract:	Voluntary

We are looking for an enthusiastic and dynamic Bid Writer & Fundraising Manager to work for and on behalf of a charity; Time to Talk Mental Health UK. The ideal candidate will have experience in the bid writing and fundraising environment and strong communication and IT skills, in particular social media.

This position is home based, with no requirement for travel. However, members of the Management team must be prepared to participate in monthly meetings and possible one face to face meeting a year with Trustees.

Key responsibilities:

This will be role that works closely with the Finance Manager, Trustees and Colleagues:

- To establish, develop and maintain new fundraising initiatives for the charity.
- Take a lead role in researching and developing funding proposals
- Identify opportunities, lead on bid-writing and funding submissions
- Maintain and strengthen relationships with existing and potential funders through regular communications.

Main duties

- Research potential grant funders and identify other 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 Colleagues.
- Provide grant administration support for grants received from funders.
- Work with our Finance Manager, 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 any potential project development and communicate progress to funding bodies.
- Where relevant, arrange for prospects and donors to meet with Trustees and or Colleagues of the Charity.



- To work with colleagues to help cover management absences, if necessary.
- To abide by, respect and uphold the values of Time to Talk Mental Health UK.
- To maintain the safe and friendly environment within Time to Talk Mental Health UK.
- To maintain the strict privacy and confidentiality requirements in Time to Talk Mental Health UK and all associated groups.
- To observe and uphold the guidance in the Time to Talk Mental Health UK and associated groups.
- Any other tasks which may be required from time to time.

To apply, please send your CV and a covering letter (no more than one side of A4) stating why you would like the role to sue@timetotalkuk.org.uk



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	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Educated to A Level standard or equivalent 	<ul style="list-style-type: none"> ➤ Educated to degree level
Experience	<ul style="list-style-type: none"> ➤ Experience of working in a fundraising role ➤ Experience of researching and writing detailed proposals ➤ Proven track record of raising income on an annualised basis ➤ Experience in collating monitoring information for reports on grants from a range of funders. ➤ Understanding of confidentiality and GDPR ➤ Working within guidelines ➤ Working with social media 	<ul style="list-style-type: none"> ➤ Experience of working in mental health ➤ Experience of working for a charity
Knowledge	<ul style="list-style-type: none"> ➤ Good understanding of trusts, statutory and lottery funding ➤ Good understanding of voluntary sector ➤ Understanding of charity processes ➤ Ability to build and maintain good relationships with colleague and wider community. 	<ul style="list-style-type: none"> ➤ Knowledge of fundraising
Skills	<ul style="list-style-type: none"> ➤ Excellent communication skills ➤ Excellent IT skills, in particular social media and email and ideally in Microsoft Office ➤ Ability to follow processes and procedures ➤ High level of ability to organise and manage own 	



	<p>time, keeping to schedule and deadlines</p> <ul style="list-style-type: none"> ➤ Ability to adapt to change ➤ Ability to work under pressure with minimum supervision ➤ Ability to safeguard confidential information and documentation 	
Other	<ul style="list-style-type: none"> ➤ A strong desire and commitment to making a difference in the world of mental health ➤ You adopt a 'can-do' attitude in all the work you deliver ➤ You are accountable for your own performance ➤ Work with others to reach a common goal ➤ You promote equality and diversity 	