

## Bid Writer job pack

<b>Title</b>	Bid Writer
<b>Hours</b>	37 hours per week
<b>Salary</b>	£40,000
<b>Accountable to</b>	Director of Operations
<b>Responsible for</b>	None at present
<b>Based</b>	Hybrid (home and office – either in St Ives, Cambridgeshire or Swaffham, Norfolk)

### About Caring Together Charity

Three in five of us will become an unpaid carer at some point in our lives. Caring Together is an ambitious regional charity that provides emotional and practical support, information and advice to carers of all ages and their families, as well as opportunities to take a break from their caring role.

### About the role

We are seeking a dedicated and passionate Bid Writer to join our team. As our Bid Writer, you will play a crucial role in securing funding for our organisation through compelling contract bids and grant applications. You will collaborate closely with various teams to gather information and translate our charitable initiatives into persuasive narratives that resonate with commissioners, procurement teams and funders. This new role offers a unique opportunity to make a direct contribution to our vision that no unpaid carer should be in crisis, isolated or struggling alone.

No one plans to become an unpaid carer. Yet the unpaid carers we support often devote hours of their time day in, day out to looking after a family member or friend with a long-term illness or disability. Whether the person you look after has dementia, cancer or schizophrenia, and whether they are your parent, partner, child, sister or grown-up son, that person cannot cope without your support, and you cannot plan your day without considering their needs.

As Bid Writer, you will work closely with colleagues across the charity to secure contracts to support carers and provide homecare across Norfolk, Cambridgeshire and Peterborough. You will also develop relationships with, and apply to, large grant makers to secure single and multi-year grants to fund key services. You will facilitate funder visits and co-ordinate reporting, working closely with operational, digital and finance teams.

## Key accountabilities of the role

1. **Bid development:** Research, write, and submit high-quality bids, grant proposals and funding applications.
2. **Project coordination:** Collaborate with operational managers and other stakeholders to gather necessary information and data to support bid development. Develop schedules to allow for quality checking and approvals prior to submission.
3. **Identifying evidence and data:** Research relevant reports and data to evidence the need for our services, and support funding bids.
4. **Standard questions:** Prepare responses to standard Invitation to Tender questions in advance, and keep these updated, to ensure high-quality responses can be provided quickly when an opportunity to bid for a contract arises.
5. **Cost savings:** Research and identify potential cost-savings for statutory organisations (Local Authorities and NHS) as a result of contracting the charity to provide services for unpaid carers and people with health needs.
6. **Research and analysis:** Conduct thorough research to identify potential funding opportunities from statutory sources, foundations, trusts and other grant-makers.
7. **Relationship building:** Cultivate and maintain positive, open relationships with commissioners and funders including attending meetings, submitting questions and keeping contacts updated.
8. **Compliance and reporting:** Ensure all proposals and applications comply with the requirements of the funding body and meet deadlines for submission. Ensure that the administrative support required as part of a tender submission is in place and all required documentation and organisational details are collated and submitted. Co-ordinate the preparation of timely and accurate reports for funders.
9. **Monitoring and evaluation:** Support the monitoring and evaluation of funded projects to measure impact and outcomes.

Caring Together Charity is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects staff and volunteers to share this commitment.

We are inclusive. We celebrate multiple approaches and points of view. We are an equal opportunities employer and expect staff to respect the personal choice and lifestyles of colleagues, carers, and people with care needs.

We require all employees to undergo a Disclosure and Barring Service (DBS) check proportionate to the position they hold. The DBS check will be renewed every three years.

**Bid Writer  
Person specification**

Requirements	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Skills, attitude and experience are more important than specific qualifications.</li> </ul>	
<b>Experience and knowledge</b>	<ul style="list-style-type: none"> <li>• A track record of successfully bidding for local authority or NHS contracts.</li> <li>• Experience of managing income generation programmes and achieving growth in contracts or grants income.</li> <li>• Knowledge of principles of grant fundraising, from research through to writing and submitting proposals and applications.</li> <li>• Experience of project-management, and mobilising a team to achieve a project together.</li> <li>• Financial acumen and an understanding of budgets and financial reports. The ability to integrate financial data into funding applications Experience of costing projects and developing budgets.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of issues faced by carers of all ages.</li> <li>• Knowledge of project-management tools (e.g. Gantt charts) and software.</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Clear, succinct and persuasive writing skills, suitable for a range of audiences.</li> <li>• Able to use databases and Microsoft packages (especially Word and Excel) at a high standard.</li> <li>• Personable with very good relationship-building skills</li> </ul>	<ul style="list-style-type: none"> <li>• Familiarity with the specific funding opportunities available for charities, including local government, National Lottery, trusts and foundations.</li> <li>• A proactive approach to addressing gaps in project funding, working closely with colleagues.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to manage multiple proposals simultaneously, meeting tight deadlines and ensuring high-quality submissions.</li> <li>• Meticulous attention to detail</li> <li>• Excellent influencing skills – clear, persuasive and determined</li> <li>• Ability to bring funding applications to life through case-studies, photos, quotes and storytelling.</li> </ul>	
<p><b>Personal attributes</b></p>	<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Self-motivated, well-organised, able to manage own workload and time</li> <li>• Resilient and positive with the ability to manage setbacks and rejections constructively, staying motivated and continuing to pursue funding opportunities.</li> </ul>	

## Application and recruitment process

<b>Closing date</b>	The closing date for this post is <b>9am on Monday 17 February 2025</b> .
<b>Interview</b>	It is anticipated that interviews for this post will take place on <b>27 February 2025</b> .
<b>Start date</b>	The post is available immediately, on a full-time permanent basis.
<b>Referees</b>	The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.
<b>Proof of qualifications</b>	The person specification for this post lists qualifications that are essential and/or desirable. If you are successful, you will be asked to provide original certificates of these educational and professional qualifications. Please do not enclose these with your application.
<b>Terms and conditions</b>	Full details of the terms and conditions of employment will be made available to the successful candidate.
<b>Annual leave</b>	The successful candidate will be entitled to 25 days (pro rata) annual leave plus statutory holidays (eight days) as well as the option to buy and sell annual leave in accordance with our policy.
<b>Pension</b>	Caring Together Charity comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
<b>Entitlement to work</b>	If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application.
<b>Working hours</b>	Normal working hours are between 9.00am and 5.00pm, however, Caring Together Charity is committed to ensuring a work-life balance for our employees as well as supporting employees with priorities such as caring or other family commitments. We support flexible working patterns and arrangements where these are mutually agreed between the employee and their line manager. The successful candidate may be required to work flexibly at evenings and weekends at times.
<b>Benefits</b>	Full details of the benefits of employment will be made available to the successful candidate.