**BID WRITER**

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| **Location** | Harpurhey, ManchesterHybrid working applies to this role (80% remote, 20% onsite) |
| **Salary** | £30,000-£32,000 |
| **Contract** | Permanent: 40 hours per week (part time applications will be considered) |
| **Reporting to** | Director of Fundraising |
| **Pension** | 5% contribution |
| **Annual leave** | 33 days inclusive of bank holidays (pro-rata)Extra day off for your birthday |
| **Other benefits** | Learning & Development opportunities through OnSide talent academyAccess to EAPOnsite gym, sports, arts and music facilitiesSubsidised food from our canteen |

**ROLE PROFILE**

We are recruiting a **Bid Writer** who will play a pivotal role in MYZ’s Fundraising team, developing our fundraising capabilities and growing this income stream. The role’s primary purpose is to generate income predominantly through trusts and grants. MYZ’s restricted income makes up 70% of the overall income stream, and enables us to deliver core youth work activities as well as targeted programmes such as employability, health improvement and social prescribing, detached youth work and more, with over 50 funded contracts per year.

**Key Duties**

* Delivering annual income, according to agreed target, by submitting bids to charitable foundations, grant makers, public sector tenders and some statutory funders that meet the funding needs of Manchester Youth Zone.
* Working collaboratively with internal stakeholders (youth work teams, fundraising team, CEO and others) to ensure that submissions are in line with organisational priorities
* Ensure that income pipeline and all applications are aligned with the organisation’s strategy and operational business plan
* Propose, cost and write trusts & grants applications that typically span from £10,000 to £300,000
* Monitor the applications and their conversion rates – working closely with the Director of Fundraising to evaluate conversion rates and implement improvement strategies where required
* Support the Director of Fundraising to complete applications for unrestricted funding that includes Charity of the year nominations, award nominations and more
* Keep up to date with local and national funding opportunities and share these appropriately – bringing new ideas that you think will enhance the offer for young people and the local community
* Attend the bi-weekly trusts and grants meetings – using this space to plan bids that meet/expand on the needs of the organisation, our young people, and our local grassroots partners
* Ensure that all successful bids are handed over to the Youth services team for contract mobilisation
* Work closely with the whole fundraising team to steward commissioners and donors effectively – adapting this to each commissioner and their requirements
* Ensure pipeline, won bids and stewardship activities are updated regularly on our CRM system
* To work effectively and positively alongside colleagues including staff, volunteers and young leaders. Ensure that all volunteers and trainee staff are made to feel an integral and valued part of Manchester Youth Zone family.
* Undertake regular training and development relevant to the role.
* Actively address any bullying, harassment, or discrimination, promoting cohesion, inclusion, and positive relationships.
* To understand and adhere to MYZ policies and procedures at all times with particular emphasis on equal opportunities, positive behaviour management, health and safety and safeguarding.
* Promote and safeguard the welfare of children and young people at all times, managing any safeguarding issues should they arise (training provided).
* To be an active member of the team and operate in line with the Charity’s expectations, values and principles. Work a flexible pattern including evenings and weekends in line with the role/team requirements.
* Carry out any other duties as may be reasonably determined by your line manager
* Promote a positive image of MYZ through professionalism and good conduct with all our stakeholders and the public.

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| **SELECTION CRITERIA** | **REQUIREMENT** |
| **EXPERIENCE** |
| Experience of trust and grant bid writing within a professional setting  | Essential  |
| Experience of developing and submitting high quality funding applications and approaches to funders  | Essential  |
| Experience of gathering, understanding and presenting complex information and data in a clear, concise way  | Essential  |
| Experience of working within a charity fundraising environment  | Essential  |
| Experience of cultivating relationships with funders, both via verbal and written methods of communication  | Essential  |
| Experience of working in a network of organisations  | Desirable  |
| **SKILLS, KNOWLEDGE AND ATTRIBUTES** |
| Ability to prioritise tasks, manage own time and achieve strict / multiple deadlines  | Essential  |
| Highly developed written communication skills  | Essential  |
| Ability to effectively research potential prospects  | Essential  |
| High level of IT competence, excellent internet research skills and database management  | Essential  |
| Proven ability to make a persuasive, inspirational and compelling case in writing  | Essential  |
| Ability to cultivate and maintain relationships to secure funding and work effectively with partner organisations  | Essential  |
| Ability to work with varying degrees of support; from working completely under own initiative to working collaboratively with substantial input and critique  | Essential  |
| Demonstrable empathy with the aims and expectations of trusts, foundations and grant givers  | Essential  |
| Ability to work at pace, but calmly under pressure  | Essential  |
| Able to work with multiple organisations to achieve specific goals  | Essential  |
| **PERSONAL QUALITIES** |
| Motivated to improve young people’s lives for the better  | Essential  |
| Willingness to understand and fully engage with MYZ’s strategy and values, and contribute positively to the workplace  | Essential  |
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About the organisation

