



JOB DESCRIPTION

Job Title:	Bid Writer
Reporting to:	Deputy Chief Executive
Location:	Mahdlo, Egerton Street, Oldham, OL1 3SE
Hours:	24 hours
Contract:	Fixed term contract for 3 years

Our Vision

To be a beacon of excellence for youth-led provision in Oldham

Our Mission

To deliver high quality, innovative activities and experiences for young people from Oldham aged 8-19 (25 with a disability); to provide opportunities, raise aspirations and support young people to be the best they can be.

Our Values – The Way We Work

Passion
Respect
Inclusion
Dependability
Excellence

Job purpose:

To secure and maintain income to an agreed per annum target through trusts, grants, tenders and other potential income sources. This role is a fantastic and exciting opportunity for an ambitious, talented and proactive individual to take ownership and shape the growth of Mahdlo's income generation. We are looking for an experienced candidate who has significant experience in trust fundraising, writing compelling funding bids and strong relationship building skills.

Key responsibilities:

1. Work closely with the income generation team to develop and deliver a coherent fundraising strategy, ethos and message that meets Mahdlo's business needs and exploits all viable opportunities.
2. Lead on the grants, trusts and commissioned services aspects of the strategy to generate significant income and raise the profile of the organisation.
3. Work effectively across the organisation to identify current funding requirements for core activities and specific projects.
4. Research potential strategic opportunities for partnerships that could be developed;



5. Work closely with both existing and new public, private and voluntary sector partners such as local authorities, trusts and foundations, housing associations, health sector bodies, other statutory bodies, and local businesses to understand the need for services or projects, identify synergy with the Mahdlo's services and work with the Youth Work Managers to develop the best response to meeting those needs. - Working closely with commissioners local needs
6. Review and develop existing and new projects and work with the Deputy Chief Executive Officer to create a broad base of funding opportunities.
7. Identify funding and tender opportunities from foundations, trusts and statutory partners that enable Mahdlo to deliver both cores services and targeted projects.
8. Carrying out relevant and accurate research to support the development of the projects and bids.
9. Liaise direct with trusts and grant-makers, as part of the research, bid preparation and reporting process.
10. Develop and maintain effective personal relationships with a wide range of funders
11. Develop, write and co-ordinate high quality, compelling and targeted trusts and grants bids of all sizes, strategic funding bids and tenders including reading and interpreting specifications, interpreting questions, and formulating credible relevant answers.
12. Develop and deliver presentations, pitches and reports for potential funders.
13. Assist in the analysis of relevant contracts and SLA's to ensure compliance with expected outcomes and performance monitoring.
14. Accurately track submission deadlines, progress of bids and outcomes to support organisational understanding and greater efficiencies
15. Stay abreast of trends, local and national priorities, news and events
16. To contribute to the development of annual plans and budgets.
17. To effectively communicate with colleagues including around partnerships and the dissemination of funding information.
18. Liaise with the other Youth Zone's and OnSide's Development Manager as appropriate to maximise opportunities and share learning.
19. To maintain confidentiality over personal information relating to Mahdlo's staff, funders and clients
20. To keep up to date with professional developments consistent with the role.
21. To be an active member of the team and deliver a focused, measurable contribution to the Mahdlo's overall strategic plan operating in line with Mahdlo's values, principles and policies.
22. To take a creative and enthusiastic approach to making Mahdlo a hub for youth activity in Oldham and a leader in it's field
23. To understand and adhere to Youth Zone policies and procedures
24. To undertake other appropriate duties as may be required by the Deputy Chief Executive

Additional Information:

- The hours of work are contracted and will be worked flexibly in line with the needs of Mahdlo. This will involve working unsocial hours (evenings and weekends) to meet deadlines.
- In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.
- Mahdlo is an equal opportunities employer and welcomes applications from all sections of the community

PERSON SPECIFICATION

Good candidates for this role will be high achievers, with excellent IT and English skills, plenty of initiative and a successful track record encompassing all-round administrative and management experience.

	Essential	Desirable
Qualifications		
A professional fundraising qualification		✓
Experience		
At least 3 years' experience of business development through trusts and grants fundraising.	✓	
Significant experience of researching trusts and grant-makers	✓	
5 years' experience in writing high-quality winning bids in the public or third sector.	✓	
3 years' experience of developing and implementing partnership development activities.	✓	
Extensive use of project management approaches including setting project plans, budgets and schedules.		✓
Experience reporting back to funders on use of funds from trusts, grants and statutory sources	✓	
Experience of working competently under pressure and to tight deadlines, often without direct/continuous supervision	✓	
Experience of youth work		✓
Knowledge and Skills		
An understanding of the principles and practice of trust and grants fundraising.	✓	
A good understanding of the challenges facing our users and the delivery of youth work within an equal opportunities framework		✓
Understanding of national and local initiatives which influence provision of youth work to young people.		✓
Excellent rapport building, networking and relationship management experience.	✓	
Excellent communication (written and oral) and presentation skills with a clear effective style	✓	
Ability to develop fresh approaches and innovate as appropriate	✓	
Self-motivated and able to work to multiple deadlines, remaining calm under pressure	✓	
Ability to work autonomously as well as in a team when required	✓	
Strong organisational skills, with structured and methodical approach to work and a clear focus on results	✓	
Ability to hold confidential information and knowledge of information sharing protocols	✓	
Excellent word-processing and database management skills.	✓	
Ability to complete reports to a high standard in line with funding, contract and manager requirements and to maintain up to date recording of information.	✓	
Personal Attributes		
A willingness to work unsociable hours regularly	✓	
Strong team player - collaborative in approach to business and solutions oriented	✓	

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	Strategic thinker, creative and flexible - ability to present concepts in a simple clear way	✓	
	Strong multi-tasking capability, project and deadline oriented	✓	
	Positive and enthusiastic	✓	
	Punctual and reliable	✓	
	Commitment to personal and professional development.	✓	
	Full commitment to inclusion and belief that young people of all backgrounds can achieve.	✓	
	Non-judgemental, open minded attitude	✓	
	Able to work in the evenings and at weekends if required	✓	
	Current driving license		✓