



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Bid Writer</b>
<b>Responsible to:</b>	<b>Bid Manager</b>
<b>Location:</b>	<b>Remote and at Dandelion Time's site in Maidstone</b>
<b>Hours:</b>	<b>18 to 22.5 hours over three to four days</b> The position may involve some unsocial hours, for which time off in lieu will be given.
<b>Salary:</b>	<b>£25,800K (pro rata to hours)</b>

### **Job Outline**

The Bid Writer role will form part of the team responsible for developing and implementing the charity's Income Generation Strategy lead by Dandelion Time's Senior Management Team.

### **Duties and Responsibilities**

- To secure funds through targeted proposals to charitable trusts & corporate foundations where the request for funding is through written applications
- To build and develop relationships with existing and new funders to secure longer term and increased support.
- To assist in the preparation of tenders to statutory agencies
- To prepare progress reporting as required by funding contracts
- To attend meetings to discuss and assess applications with funders.
- To participate in regular grant team meetings to prioritise workloads
- To ensure all research, information and reports are filed accurately and details are kept in accordance with the charity's policies and procedures.
- To work closely with line manager to establish targets and develop strategies to meet them.
- From time to time to provide written material for PR purposes

### **Team working**

- Prepare for and attend regular team meetings, training, annual appraisals and personal development sessions
- Keep up to date with and implement Dandelion Time policies and procedures attending mandatory training when required
- To work closely with line manager to establish targets and develop strategies to meet them.
- Maintain a sensitive and professional approach towards colleagues and service users, mindful of confidentiality and anti discriminatory practices.
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues, volunteers, children and families
- To undertake any other relevant duties as required to ensure the effective provision of Dandelion Time objectives

## **Other requirements**

This post requires regular screening by the Disclosure and Barring Service (DBS).

The post holder will be required to attend up to 3 days of mandatory training per year and team meetings. These may be outside of normal work pattern.

This job description will be reviewed from time to time and may be updated depending on the changing needs of the organisation.