



PERSON SPECIFICATION

Job Title: Bid Writer

Responsible to: Bid Manager

Skills and Competencies	Required	Desirable
Excellent writing skills and attention to detail	✓	
Excellent research and analytical skills to extract written and financial data in order to develop and produce proposals and reports	✓	
Excellent communication and interpersonal skills	✓	
Excellent IT skills; specifically Microsoft Office but additional software programs would be an advantage	✓	
Ability to prepare and co-ordinate work to strict deadlines, under pressure and without sacrificing quality	✓	
Ability to work both independently and as part of a team, to be proactive, self motivated and determined	✓	
Previous experience within a charity, community or foundation environment		✓
Demonstrate an understanding of securing funding from a variety of sources.	✓	
Ability to identify the key attributes a funder or commissioner is looking for and to explain in writing how these are met by the organisation preparing the bid.	✓	
Flexible approach to working as part of a wider team, and willingness to develop role as the charity expands	✓	

Other requirements of the post

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

This post may include the occasional need for travel for which expenses will be reimbursed.

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.