**Job Description**

Job Title: Bid Writer

Reporting to: Senior Grants & Trusts Officer

Direct Reports: None

Salary: £40,000

Location: Two-three days per week at 175 St John Street, London, EC1V 4LW

Hours and Basis Full-time, flexible working considered

**About this role**

As the need for children’s mental health services increases, this is an exciting time to join our dynamic organisation and make a real and tangible difference to children’s futures. Place2Be must raise over £10M in voluntary income in 24/25 and our high value supporters are key to enabling Place2Be achieve its mission.

As Bid Writer you will play a significant role working across the three high value fundraising teams (Philanthropy & Special Events, Corporate Partnerships and Trusts & Grants) within the Place2Be Fundraising Team of 26, securing funding to support the organisation’s activities.

You will be responsible for the co-ordination, gathering and updating of information from our Research & Evaluation, Operations, Clinical Services and other delivery teams, writing proposals and reports aligned to funders’ requirements and demonstrating the value and impact of Place2Be’s work. You will also develop specific cases for support in line with the latest business plan (e.g. focused on a particular locality). This role will be key to enabling our high value programmes to grow, improving efficiencies and allowing our fundraisers to maximise opportunities from existing funders and develop new relationships.

The ideal candidate will have appropriate experience securing high-level donations (five-six figure), have bucketloads of energy to drive forward activity and help us achieve our ambitious plans.

**Key Responsibilities**

**1. Research and Analysis**

* Work closely with the High Value Fundraising teams to identify funders who require proposals or reports, including high net-worth individuals, trusts, foundations, companies and government bodies.
* Collect relevant organisational data, case studies, and evidence of need and impact to strengthen proposals and reports.
* Analyse funding guidelines, criteria, and priorities to ensure proposals and reports are tailored to meet funders' expectations.

**2. Proposal and Report Development**

* Draft clear, persuasive, and well-structured funding proposals, bids, grant applications and reports.
* Ensure funding bids align with the organisation’s mission, strategic goals, and long-term objectives.
* Customise applications to reflect specific audiences and demonstrate how the Place2Be’s objectives align with funders' priorities.
* Work with the Finance Team to develop and report against detailed and realistic project budgets that comply with funders’ requirements.
* Identify and address potential risks or challenges in funding proposals, reports or as appropriate, project implementation.

**3. Collaboration and Communication**

* Work with fundraisers, members of the Operations, Clinical and Research & Evaluation teams, project leads and other stakeholders to gather information and ensure proposals and reports reflect Place2Be’s expertise, output and impact.
* Disseminate the most up to date facts and statistics to the Fundraising teams.
* Incorporate feedback from colleagues or funders to refine applications and reports.
* Liaise with external partners or collaborators where joint bids are required.

**4. Monitoring and Reporting**

* Work with fundraisers to manage timelines for bid and report submissions to ensure timely delivery.
* Work with fundraisers to keep detailed records of submitted applications and their outcomes for internal tracking and reporting.
* Provide updates to fundraisers on the status and of bids and results.
* Assist with funder requirements post-award, such as reporting, audits, and monitoring progress.

**6. Learning and Development**

* Review feedback from unsuccessful bids to improve future submissions.
* Stay updated on trends and best practices in grant writing and funding in the voluntary sector.
* Create templates and standardised materials to streamline the bid-writing process.

**What you will need**

* Ability to craft clear, concise, and persuasive proposals and reports tailored to funders' requirements, with excellent attention to detail for editing and proofreading.
* Proficiency in understanding funder priorities and presenting evidence-based cases for support.
* Strong organisational skills to manage multiple bids simultaneously, meet deadlines and ensure all components of applications, proposals and reports are accurate and complete.
* Ability to work effectively with internal teams, external partners and funders (where appropriate) to gather information, align bids with organisational priorities and build strong relationships.
* Competence in developing accurate budgets and demonstrating value for money within proposals.
* Capacity to align funding applications with the organisation’s goals, respond to changing priorities and creatively address challenges.
* Familiarity with tools such as Microsoft Office, CRM systems and databases to streamline bid writing and track funding opportunities.
* Understanding of the voluntary sector, including funding landscapes and compliance requirements.
* A strong commitment to our mission and values and ability to demonstrate these in your work: Perseverance, Integrity, Creativity and Compassion. <https://www.place2be.org.uk/about-us/our-work/our-mission-vision-and-values>