

Citizens Advice North Staffordshire

Job Title: Bid Manager (12 months Fixed Term)

Salary: £33,478

Reporting to: Head of Finance & Support Services

Purpose of the Job:

Citizens Advice North Staffordshire offers an exciting opportunity for an experienced Bid Writer to join a well-established local charity that makes a real difference across the communities of North Staffordshire. We are an independent local charity and a member of the Citizens Advice national network.

The successful candidate will develop persuasive, compelling, compliant tender responses to support income generation for our charity. You will be responsible for proactively generating income by identifying new funding opportunities, building relationships and networking with key stakeholders and creative partnerships.

You will be a self-starter, an excellent communicator, highly organised and able to effectively manage your time to maximise funding opportunities for the charity. You will thrive on building and maintaining strong relationships, communicating our mission and impact effectively, whilst managing the fundraising pipeline from prospecting research through to reporting on outcomes and impact to our funders.

Flexibility is a key characteristic of all our posts, and the post-holder may be asked to carry out other tasks consistent with the grade from time to time.

Equality and Diversity:

All staff members are expected to demonstrate a commitment to equality and diversity. We recognise and celebrate the positive value of diversity, promote equality and challenge discrimination.

Responsibilities:

Fundraising & Management:

- cultivate strong working relationships with charitable trusts and foundations, as well as statutory funders to increase their engagement and support of Citizens Advice North Staffordshire.
- identify and research new prospective charitable trusts and foundations as well as statutory funding streams.
- Develop and submit high quality and compelling grant funding proposals, as well as high quality reports and ensure funder requirements are met.
- Keep up to date with trends and new funding opportunities across the funding landscape.

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Representation & Communication:

- Work collaboratively with Heads of Service to lead the development of resources to support fundraising and effectively showcase the work we do and the funders who support us.
- Identify and attend relevant meetings and conferences to increase funding opportunities available to Citizens Advice North Staffordshire.
- Be an enthusiastic and credible face for Citizens Advice North Staffordshire, representing the organisation in meetings and at events.
- Develop and maintain a strong understanding of how our services support people who are disadvantaged and who increasingly seek our help in times of personal crisis.

General Duties:

- Work within the policies and procedures at Citizens Advice North Staffordshire in a way that meets our legal, statutory and best practice requirements.
- Identify and participate in appropriate personal and skills development and training.
- Able to work flexibly to ensure deadlines are met.
- Undertake any other duties as reasonably required.

Personal Specification:

Criterion	To be assessed via application form	To be assessed at interview stage	To be assessed via scenario or presentation
Experience			
A proven track record in securing significant levels of funding from Trusts, Foundations & Statutory sources.	X	X	
Strong relationship management experience, with a focus on funder stewardship and cultivation.	X	X	
Evidence of developing and delivering a fundraising strategy within a charity setting, experience	X	X	X

of contributing significantly to or supporting the development of a fundraising strategy within a charity setting.			
Skills & Abilities			
Excellent written and communication skills, with the ability to write compelling and tailored proposals to communicate effectively about the work of CANS.		X	X
A collaborative approach, with the ability to engage with senior managers and work effectively across different service areas.		X	
Knowledge & Understanding			
Demonstrate a passion for community-based work and commitment to CANS mission and values.	X	X	
Knowledge of CRM systems and fundraising databases including how to use and record data for accurate reporting.	X	X	

Personal Qualities:

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- An ability to demonstrate an understanding of and empathy with the ethos of Citizens Advice North Staffordshire.
- A commitment to the aims, principles and EDI policies of Citizens Advice North Staffordshire.
- An interest in and a willingness to support clients who may be vulnerable or approach us at a time of personal crisis.
- A highly motivated team player, with excellent interpersonal skills and an ability to work under pressure to meet deadlines.

About Citizens Advice North Staffordshire:

Established in 1939, Citizens Advice is one of the most recognised advice agencies in the UK. Last year, Citizens Advice North Staffordshire supported over 33,000 individuals dealing with a range of issues including: housing & benefits advice, debt and money management support, their rights as consumers and helping people who have become victims of scams or hate crimes. We also provide specialist legal advice to refugees and asylum seekers.



What can you expect in return?

A competitive salary (Citizens Advice North Staffordshire is a Real Living Wage Employer), generous annual leave allowance (33 days including public holidays, plus 1 day birthday leave), regular wellbeing programme for all staff, healthcare cashback plan, contributory “salary sacrifice” workforce pension scheme as well as access to “Perkbox” offering discounts with a wide range of retailers for CANS employees.