

**citizens
advice**

Mansfield

**citizens
advice**

Bassetlaw

Job Pack

Bid Development Officer



01909 498888



100-102 Bridge Street
Worksop



jobs@bassetlawca.org.uk



www.bassetlawca.org.uk



The Role

We are looking for a Bid Development Officer to join our team at Bassetlaw Citizens Advice and Mansfield Citizens Advice.

The Bid Development Officer is a new position which will play a pivotal role in supporting our established and successful Income Generation Team.

The successful candidate will be responsible for writing persuasive and compelling grant applications and tenders to secure funding and partnerships. As a Bid Development Officer, you will play a key role in helping the organisation to consolidate and grow, including supporting the organisation to expand into new markets.

Alongside new projects, we have a proven track record of continuing work with existing funders, to extend and develop existing projects. It is essential that we maintain our hard won reputation, and work hard to listen to the concerns and feedback of our valued partners.

As our service has grown substantially over the last four years in staffing and projects, this post has been approved by our Boards of Trustees to enable us to maintain and further develop the depth and availability of our services.

Recent cost of living concerns have increased the numbers of people seeking our advice and support. As charities, it is incredibly important to maintain good relations with our valued funders and to explore new funding opportunities.

The officer will also be expected to setup and facilitate the early the early work of new projects.

Mansfield and Bassetlaw Citizens Advice, are two independent charities working together for this post. We are good neighbours, and have similar priorities and aims. You will be working around four fifths of your time for Bassetlaw, and the remainder for Mansfield. In reality however, we have a very close working relationship, and we hope that some of the work you undertake will be joint partnership bids. Your employment status will be as an employee of Bassetlaw Citizens Advice.

Since COVID, we have adopted a hybrid work environment with a requirement for roughly 50% of time spent in the office.

Bassetlaw District is located in North Nottinghamshire, our main offices are located in Worksop and Retford. We are friendly, dedicated, stable and receive consistently excellent marks in quality audits, staff surveys and client satisfaction surveys. We are a Disability Confident employer.



Job Details

Job Title

Bid Development Officer

Location

Worksop and Mansfield

Hours

37 Hours per week (negotiable)

Salary

FTE £26,166.40 to £30,784.00

Contract Type

12 months fixed term

Start Date

As soon as possible (but we understand you might need to give notice)

DBS

Basic (we will arrange and fund)

Closing Date

Thursday 25th January (before 10am)

Interview Date(s)

30-31st January 2024 (a second interview stage might be required)



Annual entitlement of 25 days of paid leave, in addition to public holidays.



Flexible working



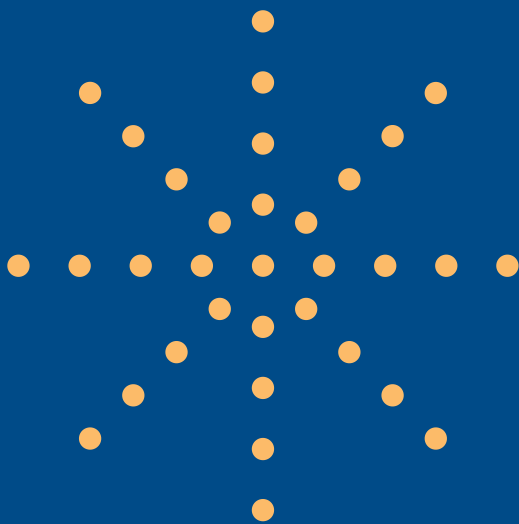
Hybrid working as standard



In depth and ongoing training to thrive and develop in role



Contractual sickness pay policy



About Us

The Citizens Advice service is made up of Citizens Advice - the national charity - and a network of around 300 local Citizens Advice members. Citizens Advice Bassetlaw is one of the network of around 300 local members.

This role sits within our network of independent charities, delivering services from over 600 local Citizens Advice outlets over 1,800 community centres, GPs' surgeries and prisons

We do this with:

- 6,500 local staff
- over 23,000 trained volunteers

Our reach means 99% of people in England and Wales can access a local Citizens Advice within a 30 minute drive of where they live.



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Job Description

Bid and Proposal Development:

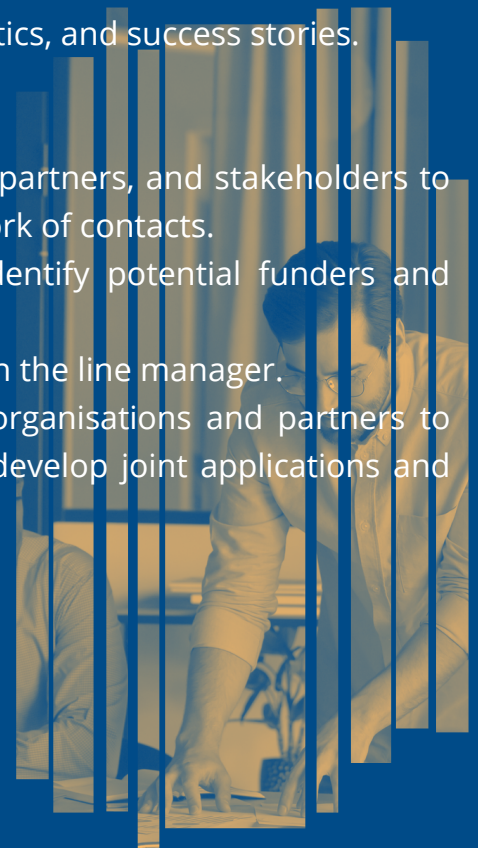
- Proactively research and identify potential grant opportunities, contracts, and funding sources that align with the charity's mission and programs.
- Collaborate with the wider BCA & MCA team to determine project requirements and funding needs.
- Develop, write, edit, prepare and submit compelling grant applications, proposals, and tender documents, ensuring they effectively communicate the organisation's goals, strategies and desired outcomes under the supervision and overview of the Senior Management Teams (Bassetlaw & Mansfield)
- Ensure all submissions meet application guidelines and deadlines.
- Ensure that work reflects and supports the Citizens Advice service's equity, diversity and inclusion strategy.
- Ensure that all work conforms to the organisation's office manual, systems and procedures and the Advice Quality Standard, and other funding requirements, as appropriate.
- When needed, help plan and setup for new projects. This might also include some project management and management of people.
- Work toward achieving a competitive target of successful bid applications. Bids for new projects, should achieve a success rate of around 30-50%.

Information Gathering:

- Collaborate closely with the Senior Management Team, finance and other relevant staff to gather relevant data, budgetary details, and service models ensuring alignment with program objectives.
- Use various trusted sources to find, interpret and communicate relevant information.
- Maintain an updated account of program-specific data, statistics, and success stories.

Relationship Building:

- Establish and maintain relationships with funding agencies, partners, and stakeholders to stay informed about funding opportunities and build a network of contacts.
- Attend relevant events, workshops, and conferences to identify potential funders and collaborate with them effectively.
- Attend relevant internal and external meetings as agreed with the line manager.
- Cultivate and maintain positive relationships with funding organisations and partners to enhance BCA reputation and funding prospects, and to co-develop joint applications and deadlines.



Job Description (2)

Compliance and Reporting:

- Ensure that all grant applications and proposals are in compliance with the charity's policies, as well as the guidelines and requirements of funders.
- Assist with the completion of reports and submissions to our funders as required by the funding agreement. Assist in tracking and reporting on the progress and impact of funded projects to donors and funders.
- Use IT for statistical recording of information relating to research and campaigns, funding requirements, record keeping and document production.
- Ensure all work conforms to the organisation's systems and procedures.
- Maintain a comprehensive record of all bid submissions, outcomes and funding trends to inform future strategies and activities.
- Help the organisation update, improve and evolve our policies and procedures, and ensure compliance with rigid requirements as required by funders and Citizens Advice.

Grant Management:

- Support the grant management process by tracking grant deadlines, reporting requirements, and ensuring compliance with funder expectations.
- Coordinate with the finance team to manage grant budgets and expenditures.

Knowledge Sharing:

- Stay updated on best practices in grant writing, proposal development, and fundraising trends.
- Share knowledge and insights with the Income Generation Team to improve the overall grant development process.

Professional Development:

- Keep up to date with legislation, policies and procedures and undertake appropriate training including completing possible required qualifications for the role.
- Actively seek feedback on both successful and unsuccessful proposals to inform future bids and to improve overall quality standards.

Research and Campaigns:

- Assist with research and campaigns work by providing information as appropriate.
- Alert clients to research and campaign options



Other:

- Complete required training to comply with quality assurance processes.
- Carry out any task that may be within the scope of the post to ensure the effective delivery and development of the service.
- Demonstrate commitment to the aims and policies of Citizens Advice





Person Specifications

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1. A proven track record of using data to compile reports and/or previous experience in writing bid applications to fundraise.
 2. An attention to detail, to ensure that you accurately and precisely represent the capability of our organisations.
 3. Ability to use IT systems in the provision of record keeping and document production.
 4. Ability to develop and maintain positive working relationships with internal and external stakeholders.
 5. Ability to commit to continuous professional development and work within the aims, principles and policies of the Citizens Advice service,
 6. Strong organisational skills and ability to manage the bid process.
 7. An excellent up-to-date understanding of equity, diversity and inclusion.
 8. Strong research and analytical skills to identify and evaluate funding opportunities.
 9. Excellent written and verbal communication skills.
 10. An understanding of how a local area's geography and demographics can significantly influence the success of bid applications.
 11. A good understanding of project finance.
 12. The capability to effectively market our organisations' services and impact, ensuring that our previous achievements are distinctively highlighted.
 13. Confidence in presenting and representing our organisations at stakeholder meetings.

Our evaluation process will place an emphasis on your writing skills. A significant portion of your overall score will be determined by the quality of your written application. This assessment will focus on clarity, coherence, grammar, and the ability to effectively convey your ideas and experiences. We encourage you to devote adequate time and effort to crafting your responses, as this is a crucial aspect of your application.



We can't wait to hear from you

If you have any questions about the role, you can contact Karen, our Chief Executive, by emailing:

karen.whitlam@bassetlawca.org.uk