



SWANSEA | ABERTAWE

Bid Writer/Fundraiser

Job Description & Person Specification

Deadline - Friday 15th October 2021

Please send CVs and covering letter to:

Anne-Marie Rogan CEO: amrogan@ymcaswansea.org.uk

Please call for an informal discussion or further information:

07792064156

All applications are welcome.

Job title:	Bid Writer/Fundraiser
Reports to:	Acting CEO
Working hours:	18.5 hours
Salary:	£32,000 pro rata
Location:	Swansea with some flexibility for home-working
Contract:	One year fixed term - Start date November 2021
Deadline:	Friday 15th October midday

Role Purpose

We have an opportunity to fill a brand-new role within the charity - a Bid Writer/fundraiser to research, design, write and submit detailed applications for revenue funds to support our services. This will be an exceptional opportunity for a gifted and driven individual to build new networks and to establish, develop and maintain new fundraising initiatives for the charity.

We are looking for someone who is passionate about making a real difference to young people's lives and make the case to funding bodies, donors, trusts and corporate organisations to fund our work in Swansea.

About Us

At present, we have a diverse mix of funding across social enterprise income generation from our on-site social businesses such as the Fitness Centre, Office and Room Hire, Theatre etc. and an established pipeline of grants and contracts for children and young people's services, health and well-being, employability etc. We are re-structuring our Senior Management Team to expand our fundraising resource and require a part-time Bid Writer to join our established team. The successful candidate will benefit from an established bank of bids and networks and will be expected to maintain our current grant income levels of approximately £700k per annum as a minimum requirement working closely with the Senior Team.

We have achieved significant results for thousands of children, young people, families and individuals in the city for many years and we seek to further develop this support as we move out of COVID into a bright new YMCA future.

Key Responsibilities

- This will be a focused role, working closely with the Acting CEO & the SMT, with trustees and colleagues, to establish, develop and maintain fundraising initiatives for the charity.
- You will research and developing funding proposals for trusts and foundations, individuals, corporates, and others.
- You will identify opportunities and lead on bid-writing with the Acting CEO and SMT that contribute to our continued success.
- You will work alongside colleagues to produce and develop service models, solutions, evidence, and content that support winning bids.
- Maintaining and strengthening relationships with existing and potential funders through regular newsletters and other correspondence, events and database management in partnership with the Marketing Team.

Main Duties

- Maintain the current pipeline of established bids and contracts.
- Research potential grant funders and identify revenue and capital opportunities.
- Write, edit and submit high quality content for funding applications and bid processes, completing documents to deadline and ensuring they are of consistent quality and style.
- Carry out unrestricted appeals.
- Establish and accounts manage a portfolio of funders, including compiling and producing progress reports, with support from the SMT.
- Provide grant administration support for grants received from funders.
- Work with our Finance Manager and others with finance responsibility, to ensure that grants and donations received are recorded appropriately.
- Build relationships with relevant funders and work with colleagues to provide monitoring, evaluating and reporting as necessary.
- Keep up to date with project development and communicate progress to funding bodies.

Learning and Development

- Identify and implement own learning and development needs.
- Receive regular supervision and attend training as agreed with the Acting CEO.
- Organise learning for fundraising and development activities in conjunction, as appropriate, with the Acting CEO.

Charity Trustee Board

- Attend meetings of the trustee board as and when required.

Other Duties and Responsibilities

- Promote the aims, policies, and values of YMCA Swansea.
- Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
- Carry out any other tasks that may be within the scope of the post to ensure the effective delivery and development of the service.

Person Specification

Quality	Job Requirements	Measured by:
Experience	<ul style="list-style-type: none"> • At least two years' experience working in a fundraising role – this could be in grants, individual or corporate giving but a range of experience would be welcomed. • Experience of researching and writing detailed proposals to obtain funding from various sources including Trusts, Foundations, Institutions and Corporate Donors. • A proven track record of raising substantial income on an annualised basis. • Experience in collating monitoring information for reports on grants from a range of funders. • Experience of working independently to drive and deliver multiple projects. 	CV and interview.
Knowledge and Skills	<ul style="list-style-type: none"> • Good understanding and knowledge of trusts, statutory and lottery fundraising and the voluntary sector. • Ability to build and maintain good relationships with colleagues and the wider community. • IT literate (ideally with experience of Microsoft Office/Office365) with strong administrative and numeracy skills. • Knowledge and understanding of an outcome-based approach to measuring and monitoring performance. • Excellent verbal and written English presentation and communication skills, including the ability to write funding briefs, reports, proposals and correspondence. • Strong analytical, interpretative, evaluative, and organisational skills. 	CV and interview.
Behaviours	<ul style="list-style-type: none"> • You adopt a 'can-do' attitude in all the work you deliver, ensuring it meets the needs of current and potential customers. • You are accountable for your own performance and 	CV and interview.

	<p>development, and you take responsibility for your actions and decisions.</p> <ul style="list-style-type: none"> You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve. You promote equality and diversity and actively work to minimise harm to others. 	
Other requirements	<ul style="list-style-type: none"> The ability to commit to, and work within, the aims, principles and policies of YMCA Swansea. Flexible, self-motivated, energetic and enthusiastic with the ability to set priorities and manage multiple tasks in a timely manner under minimal supervision. To travel to visit other organisations and venues and attend meetings and work in the evening or on weekends on occasion. Willingness to submit to a Disclosure and Barring Service (DBS) check. 	CV and interview.

Last reviewed:	17 September 2021
Reviewed by:	Anne-Marie Rogan CEO
Last updated:	17 September 2021
Updated by:	Anne-Marie Rogan CEO



YMCA enables people to develop their full potential in mind, body and spirit. Inspired by, and faithful to, our Christian values, we create supportive, inclusive and energising communities, where young people can truly belong, contribute and thrive.

SUPPORT & ADVICE

ACCOMMODATION

FAMILY WORK

HEALTH & WELLBEING

TRAINING & EDUCATION