



LANCASHIRE WOMEN

are hiring

Our vision

Where all women and girls in Lancashire are valued and treated as equals.

Our mission

To empower women and girls to be able to transform their lives by bringing them together to

- find their voice
- share experiences and understanding
- develop their knowledge and skills
- challenge stereotypes and misconceptions about them

...so that they can have choices in becoming the individuals they want to be.

Bid Writer

About us

Operating for over thirty years, Lancashire Women (LW) provide a network of five female only centres to provide safe, dedicated female only space for women across the county. We provide a 'One Stop Shop Service' for women, bringing together a range of services under one roof, designed to support women who at any one time may be facing a range of issues including social isolation and exclusion, homelessness, poverty, mental ill health, or offending behaviour.

Our services are available to all women, but in particular we work with those who find themselves in situations which can increase their vulnerability or place them at significant risk of harm - and who are often facing multiple and complex needs. Following a period of significant growth, we are looking ahead to ensure that our services continue to meet women's needs and retain women's voices and experiences at the heart of their design.

Whilst our delivery draws upon three decades of practical experience in supporting women - and is an approach recognised nationally for its effectiveness and impact - we are working hard to ensure that we continue to innovate in our use of knowledge, data, resources, collaboration and service design techniques to allow us to develop the most effective services for women and girls in our community.

Our values

- **Empowering:** we work to build on the strengths that all women & girls have so that they can become more confident, especially in controlling their own life and claiming their rights.
- **Non judgemental:** we accept each woman exactly as they are and genuinely make no moral judgement about their situation.
- **Honest:** we try to be real with all the women & girls we work with so they can have choices about their lives knowing that they will need courage to make changes that will benefit them and those around them.
- **Creative:** in our approach to supporting women & girls and seeking solutions with them for the challenges they face.
- **Collaborative:** we know we learn more and can achieve more when we work together.

Overview of the role

A bid writer to research, design, write and submit detailed applications for capital and revenue funds to relevant grant-making bodies and other income avenues such as corporates, to support our services. This will be an exceptional opportunity for a gifted and driven individual to build new networks and develop new funding streams for the charity. We are looking for someone who is passionate about making a real difference to women and girl's lives and make the compelling case to donors, trusts and corporate organisations to fund our work in Lancashire.

Key Responsibilities

- This will be a wide ranging role with significant opportunities working closely with the Development Director and other key team members to research potential funders whether individuals, grant-giving bodies, tenders, corporates or other organisations.
- Lead on bid writing and applications in line with donor and organisational requirements; ensuring deadlines for new applications and reporting are met.
- Building a detailed understanding of all LW work streams to identify projects and activities of interest to funders, working with programme managers to identify new trends, emerging needs and agree how to test and build on these and identify appropriate funders
- Maintaining and strengthening relationships with existing and potential funders through regular engagement, research and updates.
- Identifying and pursuing new opportunities to increase income and supporting the wider team
- Liaising closely with the Financial Director to ensure that bids are appropriately costed and that accurate budgets are created.

Main duties

- Undertake research as required to compile prospect's lists and produce funding briefs.
- Coordinate with the project team and finance to ensure projects are initiated and handed over appropriately once a bid is secured and that grant funds and donations received are recorded accordingly and on in house financial system.
- Keep up to date with project development and communicate progress to funding bodies.
- Where relevant, arrange for prospects and donors to visit the work of the charity.
- Work closely with the wider development team to deliver the Development Team and LW wider objectives. Write funding bids and creating compelling applications and approaches that engage potential sponsors/partners in the cause.
- Maintain up to date and accurate data on funders and prospects.
- Develop and maintain an excellent knowledge of the charities services and build relationships with internal leads in order to research, design, write and submit detailed applications for capital and revenue funds to all relevant grant-making bodies.
- Account manage and build relationships with relevant funders ensuring all donors are canvassed in a relevant way, and provide monitoring, evaluating and reporting as necessary.
- Receive regular supervision and attend training as agreed with the Development Director.

This job description is not intended to be exhaustive. The post-holder will be expected to adopt a flexible attitude to the duties which may have to be varied (after discussion with the post holder) subject to the needs of the service, and in keeping with the general

About you

- ☆ **Ability to plan and organise a varied and busy workload, including handling conflicting priorities and meet deadlines**
- ☆ **Flexible, self-motivated, energetic and enthusiastic with the ability to set priorities and manage multiple tasks in a timely manner under minimal supervision**
- ☆ **A proven track record of raising substantial income on an annualised basis**

Your knowledge, training and experience

- ☆ Preferably at least 1 year's experience working in a bid writing role – this could be in grants, individual or corporate giving but a range of experience would be welcomed
- ☆ Excellent verbal and written presentation and communication skills including the ability to write funding briefs, reports, proposals and correspondence.
- ☆ Good understanding and knowledge of trusts, statutory and lottery fundraising and the voluntary sector
- ☆ Experience of working independently to drive and deliver multiple projects
- ☆ Experience coordinating multiple stakeholders to develop bids, influencing to ensure priorities and deadlines are met
- ☆ Ability to plan and organise a varied and busy workload, including handling conflicting priorities and meet deadlines.
- ☆ Excellent numeracy and literacy skills

HOW you can apply...

Further details about the role & to complete the application form can be found on our website lancashirewomen.org/careers/careers.

If you'd like an informal discussion about the role prior to applying please email us at Recruitment@lancashirewomen.org

Closing Date: ↘

Monday, 30th September 2019 12 noon

Interviews:

Tuesday, 8th October 2019

WHY we are great to work for...

- A chance to work in a rewarding, ethical and agile environment where every day you are really making a difference to the lives of women and girls.
- Employer Pension Scheme.
- Flexible working / work life balance.
- Childcare vouchers.
- Be involved in an organisation which put service users and co design at the centre of all we do.

More Information

Hours: 25 hours per week

Salary: £25,903 per annum (pro rata)

Location: Accrington, Burnley, Preston

We have big plans and there will be challenges along the way.

Do you have the energy, knowledge and creativity to meet those challenges?

Head Office
21-23 Blackburn Rd,
Accrington
BB5 1HF
0300 330 1354

Centres in:
Accrington
Blackburn with Darwen
Blackpool
Burnley
Preston

Outreach activity in:
Blackburn with Darwen
Chorley
Lancaster
Skelmersdale
Kendal
HMP Styal
Cumbria

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