

## **JOB DESCRIPTION - Draft**

**Post: Funding Bid Writer** (Revenue & projects)

**Hours:** F/T - 35 per week (permanent)

**Salary:** £32,000

**Closing date:** Wednesday 6<sup>th</sup> October 2021 (end of day)

### **Overview**

GWT was established in 2007 as the Scottish Centre for Intergenerational Practice and became a registered Scottish Charitable Organisation in 2015. GWT's vision is to live in a Scotland where different generations are more connected, and everyone has the opportunity to build relationships that help to create a fairer society. Our mission is to develop, expand and improve intergenerational practice.

By intergenerational practice we mean projects, activities or events where people of different generations who might not otherwise meet each other do things together in positive and creative ways. Intergenerational practice includes any activities which remove and break down barriers between the generations.

GWT provides a range of training opportunities, a library of resources, organises events, facilitates 18 local and three thematic networks across Scotland and delivers pilot projects. This support encourages the involvement of volunteers and grass roots projects as well as the more strategic levels of management and government. Importantly, we connect individuals and organisations who work across different generations building trust and respect which creates long-lasting friendships. Together through intergenerational work the different generations can share their skills and learn new ones identifying solutions on how to address local problems and challenges in their communities.

### **Overview of Post**

This is an exciting new role for GWT which will look to generate additional revenue from a variety of sources including grants, trusts, foundations and corporate. The postholder will help to grow and support the charity by identifying future business opportunities.

**Responsible to:** Chief Executive Officer

### **Responsible for:**

1. Researching, designing, writing and submitting detailed funding applications to support our services.
2. Securing additional income from a variety of corporate bodies including sponsorship.
3. Maintaining and strengthening relationships with existing and potential funders.
4. Contributing to the implementation of organisational and delivery projects, within the context of GWT's Corporate Plan.

## Responsibilities:

### 1. Lead on the preparation and management of funding bids, business proposals and other opportunities

This will include activities such as:

- Research potential grant funders and identify revenue opportunities in line with the strategic aims of GWT's corporate plan.
- 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.
- Identify opportunities for collaboration with other organisations (national & international) to jointly bid for funding where an individual bid is unrealistic.

### 2. Secure sponsorship funding for both short and long-term projects that further the strategic aims of GWT.

This will include activities such as:

- Securing sponsorship for GWT's annual National Award Scheme as part of GWT's strategic aim to promote, support and increase innovation in intergenerational practice in Scotland
- Secure sponsorship and support the Executive Team in building business proposals for campaign leads involved in GWT's annual Intergenerational week

### 3. Provide grant administration support for funders and GWT staff leading projects.

This will include activities such as:

- Provide guidance and support to GWT staff delivering funded project work on writing and delivering end of year and funding reports.
- Work with the Finance and Development Officer and Treasurer to ensure that grants, sponsorship and donations received are recorded appropriately.
- Keep up to date with project development and communicate progress to funding bodies.
- Work with the Policy and Communications Officer to develop and maintain contacts with local and national media.
- Promote and raise awareness of the work of Generations Working Together

## Personal Profile

Job Related Skills	Essential	Desirable
Proven track record in successfully securing income through competitive tendering to a variety of charitable and corporate funders to values of at least £100k	√	
Experience of engaging a variety of stakeholders and generating business	√	

opportunities.		
Experience in preparing funding bids, reporting, monitoring and gathering and reporting impact.	√	
Excellent skills for preparing case studies.	√	
In-depth knowledge of charity regulations, GDPR and Diversity and Inclusion.	√	
<b>Knowledge and skills</b>	√	
Highly computer literate, with a strong working knowledge of Microsoft Office, in particular Outlook, Word and Excel.	√	
Knowledge and understanding of an outcome-based approach to measuring and monitoring performance.	√	
Good understanding and knowledge of trusts, statutory and lottery funds and the third sector.	√	
<b>Personal Qualities</b>		
Approachable & personable.	√	
Commitment to working collaboratively across the organisation.	√	
Flexibility to work irregular hours and undertake occasional overnight trips (with appropriate notice).	√	
Ability to work on own initiative with a high degree of autonomy.	√	

### Terms and conditions:

**Location:** The role will have flexible working options involving a mixture of home, office and remote working for training, key meetings & events. The office is based in Glasgow.

**Hours of work:** 35 per week

**Salary:** £32,000

**Pension Contribution:** 6%

**Expenses:** Travel and overnight expenses (if required) will be re-imbursed.

**Holiday hours:** 36 days per annum (includes public holidays)

**Probationary period:** Six months

**Notice period:** One month

**Applications should be sent to** [Alison@generationsworkingtogether.org](mailto:Alison@generationsworkingtogether.org) by end of day on Wednesday 6<sup>th</sup> October 2021.

Interviews will take place week commencing 25<sup>th</sup> October 2021 in the afternoon.