

# Bid Writer

## Job pack

Thanks for your interest in working at North Yorkshire Citizens Advice & Law Centre. This job pack should give you everything you need to know to apply for this role and what it means to work for us.

In this pack you'll find:

- An overview of North Yorkshire Citizens Advice & Law Centre
- An overview of the role
- The job description
- The person specification
- What we give our staff

### Want to chat about this role?

If you want to chat about the role further, you can contact Carol Shreeve (CEO) by emailing [ceo@northyorkslca.org.uk](mailto:ceo@northyorkslca.org.uk) or calling 01757 701320 ext. 1030 and speaking with Charlotte Wild (Executive Support Manager) to arrange an appointment with Carol



# Overview of North Yorkshire Citizens Advice & Law Centre

We provide free, confidential and impartial information and advice on a range of issues including money, benefits, housing and employment, and campaign on big issues affecting people's lives. Our goal is to help everyone find a way forward, whatever problem they face.

We're an independent charity and part of the Citizens Advice and Law Centre networks across England and Wales. Our main offices are located in the heart of our communities in Harrogate, Malton, Northallerton, Richmond, Scarborough, Selby, Skipton and Whitby. We also have a number of outreach locations that we deliver advice from across North Yorkshire and #WeComeToYou in our Advice Bus and Advice Van.

Often, people are in crisis by the time they reach out to us, unable to see a way out of the situation they find themselves in. Our experienced advisers and highly skilled volunteers provide personalised advice to tackle their immediate problem while also addressing any underlying and overlapping issues.

We give advice face to face, over the phone, and via web chat and email. We help around 25,000 people a year on all types of issues. Our Law Centre provides specialist legal advice on housing, immigration, employment and family matters.

As an independent charity, we raise all our own money, and each of our offices has its own identity within the local community.



## The role

As Bid Writer, you will play a key role in securing the resources that enable us to sustain and grow our services. You will work within a collaborative bid writing team made up of colleagues from across the organisation – including our Law Centre Manager, Director of Operations, Data Lead, Director of Finance, Bids and Grants Coordinator and an external bid company – all of whom support the CEO in achieving our funding ambitions. This role calls for initiative, innovative thinking and a strong understanding of both our mission and the realities of service delivery. By applying your knowledge and experience of income generation, you will help us to meet our strategic objectives and expand our impact. We are seeking a Bid Writer with proven experience in large grant or contract bidding, who can work effectively with others while also managing their own workload and reporting clearly on progress to the team and board.



## Job description

- Source appropriate funding to support the functions of Citizens Advice in North Yorkshire and the Law Centre in North Yorkshire and York
- Build and maintain strong relationships with funders, ensuring their requirements are understood and met, working closely with project managers and the senior management team
- Undertake research to compile a prospective funders list and produce clear, concise funding briefs
- Write high-quality funding bids that reflect the work and impact of our services
- Monitor the progress of project bids, keeping funders and the trustee board updated
- Maintain and regularly update a funding calendar, ensuring clear communication across the organisation so that work is coordinated, deadlines are met, and responsibilities are shared
- Contribute to the development of fundraising strategies and identify new opportunities for income generation

- Ensure accurate record-keeping and reporting for both internal and external stakeholders.



## Person specification

### Essential

1. Commitment to and ability to work within the aims, principles and policies of the local Citizens Advice service and the Law Centre Networks service
2. Understanding of the voluntary sector and, in particular, knowledge of the strategic and policy environment in which the advice sector operates
3. A strong track record of successful income generation, including grant writing, commissioning and fundraising
4. Proven ability to write compelling, persuasive bids that clearly communicate organisational impact
5. Strong research skills, with the ability to analyse and interpret complex information and present it clearly
6. Excellent verbal and written communication skills, with the ability to engage a wide range of stakeholders
7. Strong organisational skills, with the ability to manage multiple priorities, work to tight deadlines and maintain attention to detail
8. Ability to work both independently and as part of a team, building positive and effective working relationships
9. Confidence in using IT systems, databases and online funding portals
10. Commitment to continuous professional development.

### Desirable

11. Knowledge of the legal/advice sector or similar.



## What we give our staff

- Workplace pension scheme
- Healthy work/life balance with a 37 hour working week and flexible approach to working arrangements

- Generous annual leave of 5.6 weeks holiday and an additional 4 days at Christmas plus all public bank holidays
- Commitment to health and wellbeing – access to employee assistance programme, discounts on shopping and dining, lifestyle and entertainment
- Work related travel above mileage to designated office paid at 45p per mile
- Commitment to ongoing development – regular training workshops and personal development opportunities

**A basic DBS check is required for this role. However, a criminal record will not necessarily exclude you from being able to take up the job.**

**We are a disability confident employer and welcome candidates who will be using access to work.**