

Funding 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@northyorksca.org.uk or by 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 Funding 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 Director of the Law Centre and Specialist Services, Director of Operations, Director of Finance, Bid Writer 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.

You will be a Funding Bid Writer with proven experience in securing significant funding through both competitive tenders and applications to grant-making bodies, including charitable trusts and foundations. You will be able to work effectively with others while also managing your own workload, and reporting clearly on progress to the team and board.



Job description

- Source appropriate funding opportunities to support the functions of Citizens Advice in North Yorkshire and the Law Centre in North Yorkshire and York, including competitive tenders and grants from statutory and non-statutory funders
- Identify and pursue funding opportunities ranging from small grants (four and five-figure asks) through to large-scale awards and contracts (six-figure and multi-million-pound funding)
- Build and maintain strong relationships with funders, including grant-making institutions and charitable trusts, ensuring their requirements are understood and met, and working closely with project managers and the senior management team
- Undertake research to develop and maintain a robust pipeline of

- prospective funders, producing clear, concise funding briefs
- Write high-quality, compelling funding bids and tender submissions that clearly reflect the work, outcomes and impact of our services
 - Monitor the progress of bids and contracts, keeping funders, the senior management team and trustee board appropriately 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 and income generation strategies, identifying and shaping new opportunities.



Person specification

Essential

1. Proven track record of successful income generation, including securing six-figure grants and/or contracts
2. Experience of developing and submitting successful funding bids and tenders to a range of funders, including grant-making bodies, charitable trusts and statutory commissioners
3. Excellent written communication skills, with the ability to produce clear, compelling and persuasive bids that demonstrate organisational impact
4. Strong research and analytical skills, with the ability to interpret complex information and translate it into effective funding applications
5. Strong organisational skills, with the ability to manage multiple priorities, meet deadlines and maintain attention to detail
6. Ability to work independently and collaboratively, building effective working relationships with colleagues and stakeholders
7. Confidence in using IT systems, databases and online funding portals
8. Understanding of the advice sector and/or publicly funded service delivery environments, with the ability to reflect service impact, client need and organisational values in funding applications.

Desirable

9. Knowledge of the legal advice sector, Citizens Advice model or similar service-based advocacy/support organisations.



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.