

## **JOB DESCRIPTION**

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

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

**Salary:** £32,000

**Closing date:** Wednesday 3<sup>rd</sup> November 2021 (end of day)

### **Overview**

This is an exciting opportunity to work with an organisation at the forefront of intergenerational practice, a diverse and rapidly growing field, of critical importance to both society and the economy. This role is vital to the continuing success of GWT and will involve working with stakeholders in academia, social care and across the political spectrum. The postholder will help to grow and support the charity by identifying future revenue opportunities from a variety of sources including grants, trusts, foundations and corporate.

### **About the charity**

GWT is recognised as Scotland's national centre of excellence in the field of intergenerational practice. Our vision is to live in a country 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.

GWT provides a range of training opportunities, a yearly programme of meetings and thematic events and a [national conference](#). Our programme of work involves facilitating 18 local networks across Scotland, three thematic networks (Ageism, Intergenerational Housing & Research), pilot projects and active partnerships in academic research. Next year our [intergenerational week campaign](#) gets very exciting as we go global. GWT lead the campaign in partnership with country leads from Wales, England & Northern Ireland. Next year we will see another 8 countries getting involved from as close as Ireland and Spain to further afield in America, Mexico and Australia.

The charity has a strong track record in developing intergenerational work across Scotland, we have built trusting partnerships with international experts from across the globe and have recently secured core funding from the Scottish Government for the next three years. We are now in a strong position to grow with the help of a creative, ambitious and proactive Funding Bid Writer who will work alongside the CEO/Board to develop strategies and plans for significantly increasing income during the next five years.

### **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: Hybrid working** – GWT currently work flexibly with each member of staff agreeing the best working arrangement to ensure your wellbeing. Options include home, office and remote working. If you would like to discuss further please email [Alison Clyde](mailto:Alison.Clyde@generationsworkingtogether.org), Chief Executive Officer.

**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 3rd November 2021. Applications will be assessed as and when they are received.