



**THE  
FLORRIE**

<b>Job Title:</b>	<b>Bid Writer</b>
<b>Contract:</b>	<b>12 months</b>
<b>Salary:</b>	<b>£20,000 pro rata, per annum (based on a 40hr week)</b>
<b>Hours:</b>	<b>20hrs per week (Monday-Thursday)</b>
<b>Place of Work:</b>	<b>The Florence Institute Trust*</b>
<b>Closing Date:</b>	<b>Friday 7<sup>th</sup> June 2019</b>

\*This post is not a home working position and the successful candidate is required to work from the Florrie as part of a bigger team.

### The Role

Building on an existing fundraising programme you will help deliver the Florries fundraising strategy that seeks to maximise our income generation towards supporting the charities core running costs and specific project based funding.

The successful candidate will have substantial experience of researching, writing and securing income through the preparation of quality written funding applications that are creative and will engage and entice funders and commissioners, showcasing the work we do.

Working alongside the CEO, the successful candidate will work towards direct income targets set by the Board of Trustees, be required to keep a detailed data base of funders and have experience of drawing up budgets with Project Managers and liaising with funders.



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### Essential Skills

- A skilled and successful bid writer
- Outstanding communication and interpersonal skills.
- Ability to manage own workload and work to tight funding deadlines.
- Essential Experience of fundraising/bid writing in a busy charity/third sector environment.
- Experience of applying to trusts and foundations as well as statutory fundraising bodies
- A proven track record of raising funds via bid writing and working towards set income targets
- An understanding of the social and economic issues and barriers affecting people living in L8

If you are interested in this position please send your CV with a covering letter (no more than 2 sides of A4) as to how your skills and experience are best suited to this position to [bev@theflorrie.org](mailto:bev@theflorrie.org) by 5pm on Friday 7th June

*NB: This job description identifies key responsibilities and requirements. It is not an exhaustive list of tasks that need to be completed. The Florence Institute Limited reserves the right to amend the job description as the role develops with the organisation.*

*This job involves regulated activity with children and adults at risk as defined by the Protection of Freedoms Act 2012. Therefore, an Enhanced Criminal Record check will be undertaken by the successful candidate and two referees, one being the last/current employer prior to employment.*

**This Job Description was agreed by the Florence Institute Board of Trustees 2019**