



Assistant Bid Writer

Job pack

Thanks for your interest in working at Citizens Advice Mid Mercia. This job pack should give you everything you need to know to apply for this role and what it means to work at Citizens Advice.

In this pack you'll find:

- Our values
- 3 things you should know about us
- Overview of Citizens Advice and Citizens Advice Mid Mercia
- The role profile and personal specification
- Terms and conditions

Want to chat about this role?

If you want to chat about the role further, you can contact Ashley Canner by emailing acanner@citizensadvicemidmercia.org.uk or calling 07495391527

Our CORE values

Communicate: We will be consistent, positive, passionate, and listen

Ownership: We will be accountable, make a difference, meet deadlines, keep promises and have solutions

Respect: We will be honest, work with integrity, trust each other, be fair, tolerant and stand for equality

Effective: We will deliver quality, focus on detail and be professional

3 things you should know about us

1. We're local and we're national. We have 6 national offices and offer direct support to people in around 300 independent local Citizens Advice services across England and Wales.

2. We're here for everyone. Our advice helps people solve problems and our advocacy helps fix problems in society. Whatever the problem, we won't turn people away.

3. We're listened to - and we make a difference. Our trusted brand and the quality of our research mean we make a real impact on behalf of the people who rely on us.

Overview of Citizens Advice

The Citizens Advice service is made up of Citizens Advice - the national charity - and a network of around 300 local Citizens Advice members.

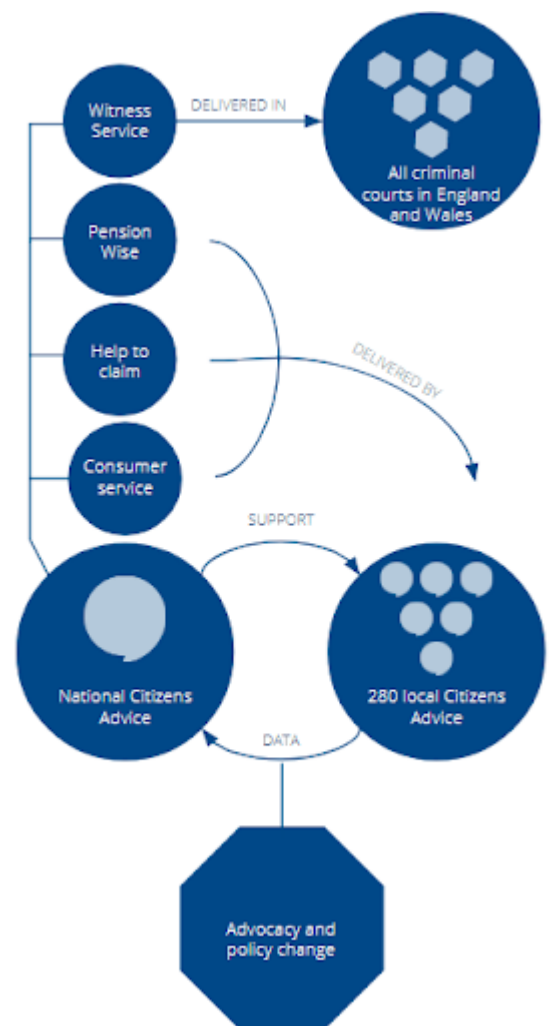
This role sits our network of independent charities, delivering services from

- over 600 local Citizens Advice outlets
- over 1,800 community centres, GPs' surgeries and prisons

They do this with:

- 6,500 local staff
- over 23,000 trained volunteers

Our reach means 99% of people in England and Wales can access a local Citizens Advice within a 30 minute drive of where they live.





The role

The Assistant Bid Writer will support the writing of commercial tenders and bids, as well as leading on trust and grant proposals (as required), that fully articulate Citizens Advice Mid Mercia's offer. The post works closely with the Head of Development, Development Manager and wider Funding and Development Team to identify and secure new funding as well as supporting the retention of existing contracts.

We are seeking an individual with previous experience of writing high-quality grant applications, looking to develop these skills to become a bid writer, to write, edit, and develop high-quality tenders. Training and coaching will be provided.



Role profile

- **Research and Identify Funding Opportunities:** Proactively research and identify potential grant opportunities, requests for proposals (RFPs), and tenders from foundations, government agencies, corporations, and other relevant sources that align with CAMM's mission and programmes.
- **Proposal Development:** In collaboration with the Head of Development/Senior Bid Writer write and develop high-quality grant applications and tenders, ensuring that they effectively communicate the organisation's goals, strategies, and desired outcomes. This will include providing advice and guidance to the Grants Officer, to support the development of high-quality grant proposals.
- **Collaboration:** Collaborate closely with operations managers, finance, and other relevant staff to gather information, data, and budgetary details, and develop service delivery models, necessary for grant applications and tenders, ensuring alignment with programme objectives.
- **Bid Management:** Support the end-to-end bid management process, including researching, preparing, submitting, and tracking grant applications and tenders. Ensure compliance with all submission requirements and deadlines.
- **Stakeholder Engagement:** Cultivate and maintain positive relationships with funding organisations, partners, and donors to enhance CAMM's reputation and funding prospects, and to co-develop joint applications/tenders. This includes representing the organisation at events and meetings as required.
- **Content Creation:** Create compelling content, such as case studies, success stories, and impact reports, to support funding applications and tender submissions.
- **Proposal Tracking:** Maintain a comprehensive record of all bid submissions, outcomes, and funding trends to inform future strategies and activities.

- **Feedback:** Actively seek feedback on both successful and unsuccessful proposals to inform future bids and to improve overall quality standards.



Person specification

Essential:

- Proven experience of producing high-quality written content for grant applications for a range of projects.
- Strong research and analytical skills to identify and evaluate funding opportunities and funder/commissioner requirements.
- Strong organisational skills and ability to manage complex funder requirements, precise scheduling and multiple and shifting priorities.
- Ability to work collaboratively with the wider funding team and subject matter experts to develop high quality grant and tender responses.
- Excellent proficiency in MS Office.
- Commitment to undertaking training to develop skills and knowledge to produce content for high scoring tenders.
- Possession of a full driving licence and use of a car.

Desirable:

- Experience of supporting with the writing and development of content for high scoring tenders.



Terms and conditions

Location: Hybrid Working – a few days per week from one of our offices (Swadlincote and Derby) and a few days from home depending on service needs.

Pay Scale: £26,959 - £28,307, dependent upon experience

Employment Status: Permanent

Reports to: Head of Development

Work Pattern: 37.5 hours per week

Start Date: asap

Probation Period: 9 months – with possible extension if performance review is required.



What we give our staff

- 28 days annual leave plus bank holidays.
- Up to 5% pension contribution.
- Ongoing professional development opportunities.
- Access to Employee Assistant Programme.



How to apply

CVs and covering letters are to be sent to: staff@citizensadvicemidmercia.org.uk

Closing date for application: when suitable candidate is found

We look forward to receiving your application. Please do contact us if you have any questions.

Citizens Advice Mid Mercia values diversity, promotes equality and challenges discrimination. We encourage and welcome applications from people of all backgrounds.