

Grant and Bid Writer

Appointment Type: Full-time, Permanent **Working hours:** 35 hours per week to be worked Monday to Friday **Location:** Cathedral Centre, 3 Ford Street, Salford, M3 6DP **Salary & benefits:** £36,338 - £40,289 per annum depending on skills and experience, 25 days holidays, plus statutory bank holidays and 5 Diocesan closure days (subject to pro-rata for part-time employees).

About: In response to emerging needs and the implementation of the Diocesan Property Strategy, the Diocese of Salford is looking to appoint an experienced individual to support and develop Grant and Bid Writing within the diocese. The successful post holder will be expected to represent and work in accordance with the ethos of the Diocese of Salford and to ensure the highest standards of financial management are maintained. This post is required to assist the diocese in the applications for grants for capital and revenue purposes.

What we are looking for: We are looking for a person with excellent written skills with the ability to produce concise and creative bids. The post holder will have proficient IT skills, specifically Microsoft Office software and excellent communication and presentation skills required to build relationships with potential funders. They will have demonstrative ability to plan and prioritise their own workload with minimum supervision and be able to plan ahead and work within agreed timeframes.

What you will need: The successful candidate will need to be educated to A Level standard or equivalent and have experience of National Lottery Heritage Fund applications. They will have significant experience in Trusts, Grants or Corporate grant and bid writing as well as a proven record of successful applications for funding from Trusts and/or other Grant making bodies. They will possess a demonstrative ability to develop relationships with partners, Trusts, and other Grant-making bodies. Experience of researching Trust and Grant funding opportunities is essential.

Safeguarding: The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people. The post-holder will be expected to contribute to a positive culture of safeguarding within the organisation. **This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and barred list checks will be undertaken for working with children and vulnerable adults.** All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

They must familiarise themselves with and adhere to the procedures on how to deal with allegations or concerns of abuse and the Church's Safeguarding Policies and Procedures which can be found at <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

Closing date for applications: 12 noon on Friday 28th June 2024

Please visit our website: <https://www.dioceseofsalford.org.uk/news/vacancies/> where you can find further information including our Privacy Notice and / or to download an application pack.

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