

DIOCESE OF SALFORD

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| Job Title: | Grant and Bid Writer | | |
| Department: | Department of Projects and Operations | | |
| Reports to (job title): | Head of Projects and Operations | | |
| Accountable to: | Chief Operating Officer | | |
| Key Relationships: | Project & Operations Team, Property and Estates Team, Finance and parish-based staff and volunteers. Income Development & Relationships Manager within Caritas | | |
| Location: | Cathedral Centre, 3 Ford Street, Salford, M3 6DP | Travel Required: | Some travel around the diocese will be required |
| Level/Salary Range: | £36,338 - £40,289 per annum depending on skills and experience | Position Type: | Permanent |
| Hours of Work: | 35 hours per week (Mon-Fri) | Holidays | 25 days per annum plus Statutory Bank Holidays, plus 5 Closure Days during the Christmas & New Year period and Maundy Thursday |

Overview & job purpose

In response to emerging needs and the implementation of the Diocesan Property Strategy, we are seeking to appoint an experienced individual to support and develop Grant and Bid Writing within the diocese. The successful post-holder will be part of our Project & Operations Team.

This post is required to assist the diocese in the applications for grants for capital and revenue purposes.

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.

Job description:

Main responsibilities:

- To work with the Head of Projects and Operations and Property Department to secure funding for capital and revenue projects with the diocese.
- To ensure that a database of funders, opportunities and grant applications is created and maintained.

- To write grant proposals of the highest standard to meet funder and diocesan requirements.
- Working with our Property Team and Project Team to secure income from varying funding bodies to fund revenue and capital projects, and to support the future development of the parishes and diocese.
- To carry out appropriate and detailed research and identify grants and funding that meet the needs of the diocese.
- To clearly articulate the needs and impact that the income from trusts and grants will achieve and write successful bids.
- To ensure all bids are managed, monitored, and evaluated to ensure maximum return.
- To be an active member of the Fundraising Group and keep up to date with latest initiatives and available grant funding opportunities.
- To set up and maintain a grants management database.
- To ensure that relevant funding deadlines are met in good time by checking, updating, and managing the database with relevant information.
- To research, prepare and submit well written applications based on information provided by the relevant internal and external partners.
- To write tailored applications, addressing grant making priorities and / or requirements as specified by individual trusts, foundations or grant making bodies.

The above description is not intended to be an exhaustive list but to indicate the main responsibilities of the post. It may be amended from time to time, after consultation with the post holder. Any changes will be agreed in conjunction with the line manager.

PERSON SPECIFICATION

| | <i>Essential</i> | <i>Desirable</i> |
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| Qualifications and training: | <ul style="list-style-type: none"> • Educated to at least A Level Standard* • Experience of National Lottery Heritage Fund applications | <ul style="list-style-type: none"> • A relevant fundraising qualification • Degree or equivalent qualification |
| Experience: | <ul style="list-style-type: none"> • At least two years'* experience in Trusts, Grants or Corporate grant and bid writing • Proven record of successful applications for funding from Trusts and/or other Grant making bodies • Demonstrate ability to develop relationships with | <ul style="list-style-type: none"> • Experience of commissioning / securing funds from statutory bodies • Experience of Project Management |

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| | <p>partners, Trusts, and other Grant-making bodies</p> <ul style="list-style-type: none"> • Experience of researching Trust and Grant funding opportunities • A demonstrable ability to manage complex projects | |
| Knowledge, skills, and abilities: | <ul style="list-style-type: none"> • Excellent written skills with the ability to produce concise and creative bids • Proficient IT skills, specifically Microsoft Office software • Excellent communication and presentation skills required to build relationships with potential funders • Demonstrate ability to plan and prioritise own workload with minimum supervision • Ability to plan ahead and work within agreed timeframes • Ability to demonstrate initiative and work well under pressure • High level of accuracy and attention to detail in all areas of work • Proficient in use of spreadsheets, collating statistics and report writing • Ability to deal appropriately with sensitive and confidential information | <ul style="list-style-type: none"> • Proficient in database/ CRM use. • Understanding of data protection • Ability to understand and generate budgets • Ability to design and deliver training programmes |
| Personal qualities: | <ul style="list-style-type: none"> • The ability to remain motivated and resilient and inspire high levels of motivation in others • Able to communicate a 'can do' attitude and a problem- | |

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| | solving approach to challenges | |
| Other requirements: | <ul style="list-style-type: none"> • This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service • All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups • Must be able to work within and promote the ethos and values of the Diocese of Salford | <ul style="list-style-type: none"> • Knowledge of the institutions and structures of the Catholic church |

Other Information:

**Equivalent level qualifications will be considered*

**Proven experience is essential; however, number of years' experience is a guideline.*

It is expected that the post-holder will be sympathetic to the aims and ideals of the ethos of the organisation however it is not a requirement for the post-holder to be a Catholic.

References and Reports

- Two professional references will be required.
- This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service and all employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.

Health and Safety: *All employees are required to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.*

Confidentiality: *During their employment, the post holder may gain knowledge of confidential matters which may include personal or business-related matters. Such information must be considered with high levels of confidentiality and must not be discussed or disclosed. Failure to observe confidentiality could lead to disciplinary action.*

Data Protection: *Where it is a requirement of the role, the post holder will have access to computers and other information technology. He/she will be required to ensure that appropriate security procedures are followed and that confidential information such as passwords are not communicated to unauthorised individuals.*

Safeguarding: *The Diocese of Salford is committed to safeguarding all children and vulnerable groups at risk within its community. The Diocese aims to embed a culture of safeguarding to prevent abuse and to provide support to individuals who have been hurt by abuse, taking the*

necessary actions to reduce the likelihood of further harm. All diocesan employees are expected to contribute to the creation of a safe environment, challenge inappropriate behaviours and report concerns in line with procedures.

In fulfilling the duties of this role, the post holder may come into contact with children or vulnerable adults. Therefore, they must adhere to diocesan safeguarding procedures.

Environment: *The Diocese of Salford is committed to creating an environmentally sustainable diocese and encourages employees to grow their knowledge and understanding of what it means to be responsible guardians and exercise good stewardship of resources.*

Probationary period: *This position is subject to completion of an initial probationary period of six months.*

Driving: *A driving licence and access to a vehicle will be required along with the ability to travel regularly to various parts of the Diocese.*

All Diocesan employees are always expected to work with the highest standards of conduct. Maintaining respect and dignity for colleagues, clergy and visitors is essential. Employees are also expected to support the creation of a warm, pleasant, and hospitable working environment.

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| Compiled By: | Head of Projects & Operations | Date: | May 2024 |
| Reviewed By: | HR | Date: | May 2024 |

I accept and agree with the details contained in this job description:

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| Signed by Employee: | | Date: | |
| Signed by Employer: | | Date: | |

I hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures: <http://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy>

I commit to completing the mandatory e-Learning modules in relation to safeguarding within my first month of employment.

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| Print Name: | | Date: | |
| Signature: | | Parish: | |