

Recruitment Pack

Information for candidates



**AUTISM CENTRE
OF EXCELLENCE
AT CAMBRIDGE**

Senior Bid Writer

May 2024

About Us

When I joined the Autism Centre of Excellence at Cambridge (ACE), I went through the same thought process that anyone applying for a new role goes through, and the one that you will be going through right now. I asked myself a series of questions, about my values and ambitions and how they aligned with the charity and role I was applying to. I spoke to family and friends and thought about the future. I hope that this recruitment pack helps you answer those questions.

As Chief Executive at ACE it's important to me that anyone interested in a role at ACE shares our ambition – to remove the barriers and stigma that autistic face every single day of their lives. Our small but passionate and driven charity exists to make a big difference, through funding and commissioning world-leading research, delivering projects which directly impact the lives of autistic people, and campaigning to achieve change. As a small team every person in our charity can make a real and unique contribution. We value the different perspectives that employing people of all neurotypes brings and believe in making work work to get the best out of everyone and give them a great experience of being part of ACE. We work hard but we do it because we know the scale of challenge that autistic people and their families face requires it.

We have big plans and need people to join us who will be inspired and inspirational, full of energy and ideas, who will enrich our team and our efforts to make a big difference for autistic people.

I hope like me you find the answers to your questions, that you find out work and mission motivating and that we are a good match for one another. We look forward to your application.



Tom Purser
Chief Executive
Autism Centre of Excellence



Job Description

Job Title: Senior Bid Writer

Salary: £32,000, dependent on skills and experience.

The role is permanent and full-time. However, we will consider part-time applications.

Location: Hybrid, available to work in Cambridge a minimum of 2 days a week.

Reporting to: Tom Purser, CEO

Closing date: 5pm Sunday 2 June 2024

Overall purpose of the role

The Autism Centre of Excellence aims to raise £5 million over the next five years to support our ambitions to improve access to high quality support and remove barriers and stigma for autistic people. To do this we need to systematically build a pipeline of donors and supporters, to build profile and relationships, and create a sustainable financial future for the charity.

In the short term we need to secure income to support our immediate ambitions – taking action to reduce suicidality across the autism community and avoid preventable deaths, developing our employment network and establishing ourselves as hub for world-class data and research.

We need to raise £5 million over the next five years to support our ambitions

Purpose and impact

Our tone of voice is clear - we must be urgent, credible and distinctive, acknowledging that many other charities are already active in this area, but that we have a unique contribution to make. We want this to be clear in our fundraising so strong writing skills will be a necessity for this role.

We have a number of projects which are ready-to-go or are already in progress but require funding to fully commence or scale. We need someone who can work through a good number of applications on a systematic and meticulous way, crafting core cases for support and flexing them to opportunities as needed.

Building for the long-term

Whilst our short-term objectives are clear, we have an ambitious long-term vision where a fundraiser will have the potential to develop relationships, products and events to provide the charity with a sustainable source of regular revenue. This will be the first fundraising hire to our small team

Main duties and responsibilities

Fundraising and donor management

Primary focus will be on managing and soliciting income from your own portfolio of high value trusts, foundations and statutory funders, securing gifts of between £10,000 - £1,000,000 to successfully achieve the charity's ambitious fundraising targets.

Secondary focus will be on the planning and delivery of first-class Special Events and Major Donor fundraising.

Create a robust prospect pipeline of effectively researched and qualified funders, ensuring a continued flow of prospects through the pipeline, taking a sales approach to lead generation and the assessment of the warmth and value donors.

Deliver effective research of prospective and existing donors, which enables us to raise significant income through both new and existing relationships; utilising our networks effectively.

Implement effective cultivation and stewardship journeys that provides a high-quality supporter experience to your portfolio of donors and prospects.

Deliver first-class relationship management to ensure excellent ongoing relationships with donors in both a written and face-to-face capacity.

Deliver exceptional writing skills through proposal and bid writing and day-to-day communication with donors and colleagues.

Fully understand the charity's projects and activities to both ascertain their suitability as funding propositions and communicate them in a compelling manner to funders.

Work closely with operational colleagues to develop compelling and thorough cases for support to inform our research and fundraising strategies.

Strategy

To support the Chief Executive with reporting against set budgets and income targets.

To take ownership of meeting your personal income target and KPIs to ensure success.

Maintain an awareness of philanthropy trends, competitor activity, news, events and legislation to inform the team's strategy.

General

Collaborate with the wider fundraising team, to ensure effective cross team working and maximise income-generating opportunity.

To commit to and develop strong working relationships with staff across the Autism Centre of Excellence at Cambridge and our partners, including the University of Cambridge's Autism Research Centre

Maintain accurate, up-to-date database records of funding applications made, grants received, progress reports and meetings attended.

Be a full and active member of the ACE team, aiding the development of long-term strategies and cross-team working.

Selection process

Closing Date: 5pm Sunday 2 June 2024

We will select applicants for interview based on who best demonstrate the person specification and notify them by **5pm on Friday 7 June 2024**.

First interviews will be held on **Tuesday 18** and **Thursday 20 June 2024**. These will be via Microsoft Teams with CEO, Tom Purser, and Head of Communications, Jessica Wassell.

Second interviews will take place in-person in Cambridge, with CEO Tom Purser, and a Trustee (details to be confirmed in advance of interview), on **Friday 28 June 2024**.

Interview questions and tasks will be provided in advance.

**We want your recruitment experience to be positive.
Please contact us to request any adjustments you need for the
application or interview process.**

Personal Specification

Essential

Desirable

Qualifications

There are no specific qualifications required but applicants will be required to demonstrate they are qualified for the role

Educated to degree level or equivalent relevant sector experience

Experience

Experience of applying for, and securing, funding from a variety of trusts and statutory fundraising sources

Proven track record of raising income to target

Experience of securing five and six figure gifts

Experience of communicating with funders about impact and progress

Experience of securing income from major donors

Experience of devising and maintaining budgets

Experience of Raiser's Edge or other fundraising databases

Skills

Excellent written and verbal communication skills, able to inspire via developing compelling cases for support

Excellent critical project proposal evaluation and preparation skills

Excellent planning and project management skills

Excellent time management skills with the ability to prioritise workload, deal with conflicting demands and meet tight deadlines

The ability to work collaboratively

Personal Attributes / Abilities

Strong work ethic

Pride in doing a good job

A desire to make positive change for autistic people

“I wanted to work somewhere that shared my values and was as dedicated as I am to making a difference in the lives of autistic people. I’ve found that at ACE, that mission is deeply embedded in all the work we do and is a passion shared across the team.”

Hannah, Autism Project Assistant



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