



**Appointment Pack for  
Bid Writer  
2024**



## Welcome

Thank you for your interest in The Seafarers' Charity, the leading maritime welfare grant-making charity. We are recruiting for the role of Bid Writer within our Team on a full-time basis

You'll be joining a diverse, friendly, committed team of about 20 staff. Staff are currently opting to work on a hybrid basis, with a minimum of 3 days per week in the office. There are regular organisation-wide staff meetings at the office to ensure opportunities for people to get to know each other face-to-face, plus smaller departmental team meetings, and cross-organisational working groups.

You will have an important part to play in helping us to achieve our ambition of seeing seafarers are free from need as is possible. If you join us, you will have the opportunity to make a real impact and be part of our success story.

# About

## The Seafarers' Charity

### Who we are

The Seafarers' Charity has been improving the lives of those who work at sea, and their families, for over 100 years. Established in 1917 as The King George's Fund for Sailors, to support the families of seafarers lost at sea during World War One, we support seafarers throughout their seafaring careers and beyond. We are the largest independent grant funder of maritime welfare charities – with at least £2 million in funding injected into supporting the safety and welfare of seafarers each and every year.



### Our vision and mission

Our **vision** is a world where seafarers and their families are free from need and disadvantage.

Our **mission** is to tackle the disadvantages of seafaring life by leading collaboration, funding and advocacy to improve seafarers' lives.

### What we do

We are built on two foundational pillars: **fundraising** and impactful **grant-making**. For over 100 years, we have been the central fundraiser for maritime welfare. As a truly independent charity, we always put seafarer welfare first. We raise funds in order to make impactful grants, informed by our deep knowledge of the sector. Our long history of fundraising and funding key maritime welfare service providers positions us at the heart of an 'ecosystem of support' within the maritime sector.

We award funding to support a diverse range of partner organisations to deliver vital, targeted help where it's needed most. We fund the essential cost of a strong network of maritime welfare services across the global sector, and – crucially – tackle seafarer hardship in all its forms; at sea and on land.

Our fundraising efforts see us both reaching out to interested individuals and partnering directly with industry and other bodies. We value the importance of reciprocal relationships: delivering a back and forth dialogue that brings learning and understanding for us and our partner organisations. This includes gathering evidence and data that can help us champion and advocate for seafarers more effectively, identify new areas to target, and raise more funds. By celebrating and sharing the results of our grant-making, we aim to continuously increase our fundraising – and continuously grow our impact.

# Our Strategy

## The long-term impact we want to achieve

Put simply, we believe a career at sea should be fulfilling, rewarding, safe, and free from the unique hardships that can be part of a life on board. Everything we do is about charting a course to make this a reality.

We want to drive improvements in the lives of seafarers globally – these are set out as five strategic outcomes to support long-term impact, and achieve:



**Better working lives at sea**



**Safer working lives at sea**



**Enhanced financial resilience**



**Increased health and wellbeing**



**Improved social justice**

Our strategy looks ahead across 2024-2030, establishing the following three key pathways, creating a clear direction of travel for our Charity, without losing the great work underway in delivering against the existing framework:

**- Preventing hardship:** Amongst our grant recipients, we fund charities and non-profit organisations that provide a vital safety net in times of crisis, but ultimately our vision is for a world where rescues are not needed, and charitable support delivers more than a short-term, or one-off response.

**- Advocating for action:** Industries and governments have a vital role to play in ensuring that working at sea is a rewarding and safe career, whatever form it takes. Where we see gaps in industry action or in regulation or enforcement, we will work collaboratively, use our convening powers and our voice, and advocate for improvements to seafarers' safety and welfare at sea.

**- Global impact:** We recognise that seafaring, by nature, is a global occupation. With seafaring careers taking men and women all over the world, and seafaring communities based in many different countries, our remit is broad and reflects the scale and breadth of the industries and people we support. Our focus will increasingly be on preventing the causes of hardship experienced as a consequence of working at sea. We will better understand where opportunities to act preventatively exist, and we will assess our impact through this lens.

## Living our Values

Crucially, we continue to be an organisation that is proud of not shying away from tackling difficult and complex systemic challenges – we fund research to understand the issues we work on, and then we use our voice, our convening power, and our willingness to collaborate, to bring positive change for seafaring communities. Through this approach, we work by – and exemplify – our values. We are:

### Driven by integrity

We do the right thing. Compassion and transparency are embedded in how we work.

### Innately collaborative

We inspire a culture of creative partnerships to achieve the best impact and outcomes.

### Proudly innovative

We embrace effective new ideas and ways of working.

### Bold in our decisions and actions

We ensure impact through brave and well-considered decision-making.

## The 'Ecosystem of Support'

The Seafarers' Charity's long history of fundraising and funding key maritime welfare service providers positions us at the heart of an 'ecosystem of support' within the maritime sector. To bolster this ecosystem and deliver wider benefit across the maritime sector, we convene, commission research, share knowledge, and use our voice to advocate for seafarers. We recognise our role in strengthening and growing the whole network of support for seafarers.



## Equity, Diversity, and Inclusion

The Seafarers' Charity recognises and harnesses the importance of Equity, Diversity and Inclusion (EDI) and is signed up to the [Diversity In Maritime Charter](#) and committed to a policy of promoting equality of opportunity, by providing an inclusive workplace where individual differences are valued and respected. We recognise that equality is not simply about treating everyone the same and that equity is key, making appropriate adjustment to ensure equal opportunities for all. We have a staff led EDI working group that meets monthly and have staff 'lunch and learns' to push forward our work on EDI within our organisation.



In short, we embrace anyone and everyone who work for us, or we work with... in the services we provide. We strive to eliminate any processes with unfair treatment or discrimination (whether direct or indirect) and will not tolerate any discrimination relating to issues of equity, diversity, or inclusion.

We encourage applications from all regardless of age, sexuality, socio-economic background, disability, ethnicity, gender, religion, or beliefs. We are committed to building a culture of belonging and inclusion and this is reflected in our policies, practices, and diversity in maritime networks and supported by our Board.

We are a family friendly organisation, and we encourage flexible working as we want our employees to achieve a healthy work-life balance. Currently our employees are working flexibly with 3 days in the London office per week.

## How to apply

If you are interested in applying, please send a current CV (no more than three sides) and supporting statement - which should outline your suitability in relation to the Job Specification, along with your motivation for applying for the position to [recruit@theseafarerscharity.org](mailto:recruit@theseafarerscharity.org) with reference BW2024 in the subject line.

**Closing date:** Applications will close **9am Monday 27 May 2024.**

### Salary & Benefits

Remuneration: £38,000 per annum

Contract: -Full Time 35 hours per week

The rewards package also includes:

### Holiday entitlement

- 30 days + public holidays pro-rata

### Pension and Other Benefits

- Auto-enrolment to group pension scheme (7.5% employer contribution, 5% employee)
- Health cash plan (HSF) or Healthcare Membership scheme (Benenden)
- Season ticket Loan
- Access to the Employee Assistance Programme
- Hybrid working options
- Death in Service Scheme

### Location: the charity is based at:

8 Hatherley Street  
London  
SW1P 2QT



## JOB DESCRIPTION

<b>Title of Post</b>	<b>Bid Writer</b>
<b>Reporting to</b>	Business Development Director

**Job Summary:** The Seafarers' Charity presently secures substantial funding from Trusts and Foundations which contributes to the funds we distribute as grants. Sometimes we fundraise for specific projects. Within this structure, is the International Fund for Fishing Safety (IFFS). To facilitate this fund, we need to broaden our scope beyond our traditional funders towards statutory/institutional funders as well as corporate foundations within the UK and abroad.

You will be working within the development team and with the Trust and Foundations Manager to write bids for and to secure income for The Seafarers' Charity and the IFFS Project.

**This role has been created specifically to raise funds for two activities split across the Development and Impact Teams:**

1. Significantly boost the income sourced from Trusts and Foundations to augment the funds currently generated by the part-time Trusts & Foundations Fundraising Manager.
2. Exponentially grow the IFFS fund, an international fund managed by The Seafarers' Charity established as a joint venture with the Lloyd's Register Foundation.

**Primary Role:**

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- To write a compelling and persuasive narration to secure income from Trusts and Foundations for The Seafarers' Charity and the IFFS project.
  - To implement the strategy for the Trusts & Foundations income strand and meet agreed fundraising targets by creating bespoke
  - To secure grants and funding for The Seafarers' Charity key projects, as well as any newly identified projects - mainly from Trusts but also from Corporates where appropriate
  - To lead on the solicitation of funds for the IFFS project, with support from the IFFS co-ordinator to develop a case for support which can be tailored as and when required.
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**Person Specification**

**To be successful in this role, you will need to**

- Produce high quality professionally written funding applications, a very high standard of written English and close attention to detail.

- Possess a proven track record with successful bids for five and six figure grants from trusts, foundations or statutory funders.
- Excellent understanding of fundraising best practice and regulation
- Be a confident writer, able to communicate the value of our work clearly and succinctly.
- Perform research and prospecting with a focus to
  - Identify appropriate funding sources.
  - Scoping of project potential
  - Turn ideas into specific actions and outcomes
- Translate and/or analyse data from the Impact team using excellent comprehension skills; Analytical and methodical with. able to process complex information and ensure suitability for different target audiences.
- Timely prepare and maintain funding status reporting and database records internally and where required, prompt funder reporting on outcomes.
- Deliver excellent stewardship and effectively manage and nurture relationships with funders or equivalent
  
- Experience of working in a target driven environment, and proven success of meeting targets.
- Excellent interpersonal skills. Able to communicate and build relationships with a wide range of stakeholders both internally and externally in person, by phone and email.
- A strong team player, who is innately collaborative
- Highly organised. Able to project manage, plan, balance and cope with competing priorities
- Highly computer literate and a competent user of customer relationship management databases such as Raisers Edge.

**Principal Tasks:**

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**GENERAL**

- Take due and reasonable care of oneself and others in respect of health and safety at work.
  - Act in a manner that enhances the work of the organisation and its overall public image.
  - In all work activities, comply with data protection legislation and the organisation's requirements for the protection of personal information and the privacy of individuals.
  - Contribute to the overall aims of the organisation, take initiative to establish constructive relationships with other organisations
  - Work on projects/tasks as specified by the Management/Directors.
  - Attend and participate in meetings.
  - The job description is not exhaustive, and you may be asked to carry out additional tasks which are appropriate to your experience, as required by your line manager.
  - If there is a requirement to carry out some work out of office hours, this work it to be arrange in accordance with set procedures.
  - Stay current and knowledgeable about The Seafarers' Charity's activities.
  - Understand and endorse the mission and values of The Seafarers' Charity.
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