

Job Description

Job Title:	Bid Writer
Reporting to:	Head of Fundraising
Days per week:	2 Days (14 hrs per week)
Salary:	£12,800 (£32,000 FTE)
Location :	Hybrid – Remote working with a London based office
Right to Work:	You must have the right to work in the UK

About Best Beginnings

Best Beginnings is an established high-profile national charity with the primary purpose of tackling child health inequalities and enabling parents to help give their children the best start in life, regardless of income or background. We are at the leading-edge of developing innovative solutions to support parents, families and professionals to offer the highest quality of care and life opportunities to children from pre-conception to the third birthday. Since the formation of the charity in 2007, Best Beginnings has developed and successfully activated digital and non-digital support for parents and healthcare professionals across the UK. We are an ambitious charity and are pursuing a strategy for growth to ensure that our resources have the maximum reach and positive impact where help is most needed in the UK and internationally.

The Role

This is a newly created opportunity for you to support all aspects of bid writing, grant applications, and responding to tenders at Best Beginnings. This will include collaborating with colleagues and partners to develop and execute engaging applications to a range of funders to support our work.

You will be a confident writer, able to communicate the value of our work clearly and succinctly, ideally with previous experience writing and/or assisting with grant and bid proposals. Experience in the charity sector is not essential but highly desired.

Working with the Head of Fundraising, you will focus on identifying new funding opportunities, planning approaches, gathering information, and writing high quality, compelling applications, to generate additional income for us to further develop our services.

You will also be identifying appropriate funding sources for organisations we support, providing them with guidance on writing high quality applications, planning their year, and developing a suite of resources with the communications team to enable this.

You will need experience of writing content and developing applications to large and small funding bodies. You will be able to evidence securing income and be skilled in presenting complex project information in a clear and engaging way.

With exceptional communication skills (both written and verbal), a mind for collaboration in a team, scoping project potential, and facilitating team conversations to turn ideas into specific, actionable pathways for new and existing projects.

Key Functions and Responsibilities

- Consult with department heads to understand resource allocation and priorities of work
- Conduct in-depth research and analysis of competitor landscapes, and funding opportunities to develop a bid writing strategy and plan of action
- Craft persuasive and articulate written content for bids, proposals, and tender responses
- Lead the end-to-end bid management process with support from our team
- Collaborate with others to produce compelling and compliant bids that align with our mission, priorities, and values
- Work with members of the team to prepare written resources and training materials as required
- Be a collaborative and proactive team player, willing to share information and learnings
- Undertake any other short-term tasks as may reasonably be required
- Building systems and tools to make for efficient working processes
- Adept at collaborating with diverse teams and stakeholders
- Work closely with external stakeholders, to gather information and insights that enhance the quality of bid submissions
- Experience working within the charity sector, particularly supporting a wide range of causes
- Good interpersonal skills with the ability to work within a team.
- Self-motivated and flexible with a positive can-do attitude.
- Being able to work independently and on own initiative, proactive in collaborating with others and keeping the team up to date and working with the team to get support when needed.
- Uses initiative and creativity in ways of working, thriving on variety and managing a varied workload
- Will uphold the impartiality, independence, and credibility of Best Beginnings and its projects, especially the Baby Buddy App.
- Handles information sensitively and confidentially with respect and discretion and observes principles of data protection.
- Commitment to promoting equal opportunities and a non-judgmental approach.

Flexibility

The role description is a general outline of duties and responsibilities and may be amended as Best Beginnings develops and the role grows. The post holder may be required to undertake other duties as may be reasonably required from time to time.

Person Specification: Bid Writer

Skills Knowledge and Experience	Essential	Desirable
Proven experience in bid writing, trusts fundraising, and applications	✓	
- Experience of success in securing income through a variety of channels	✓	
Exceptional written communication skills and the ability to convey messages clearly to different audiences	✓	
Strong project management skills with the ability to meet tight deadlines and manage multiple priorities	✓	
An understanding of the early years/maternity sector		✓
Ability to prioritise workload and work under pressure.	✓	
Ability to develop processes, tools, and templates to support operational delivery and chances to share information as a team	✓	
Knowledge of funding streams, procurement processes	✓	
An understanding and passion for health equity and child health including a commitment to the vision, aims and principles of Best Beginnings		✓
An understanding of monitoring and reporting for accountable evaluation	✓	
Use your expertise to raise awareness of funding cycles, championing sustainable resources for the sector	✓	
Confident in managing and leading internal and external meetings, including task delegation.	✓	

To learn more about the role, you can contact

- James Hunt – Head of Fundraising : james@bestbeginnings.org.uk
- Nilushka Perera : Head of Operations: nilushka@bestbeginnings.org.uk

To apply: Please apply through Charity Jobs

Closing date: Interviews on a rolling basis.

Start Date: Immediate – but flexible.