

Volunteer Bid Writer – Role Guide

Role Title: Volunteer Bid Writer

Location: Remote

Time Commitment: 5-10 hours per week, initially for 3 months

Reporting To: Martin Bisiker, Charity Founder and Trustee

About Legasee

Legasee is a charity dedicated to capturing and preserving the lived experiences of British military veterans before they are lost. Our digital archive contains hundreds of filmed interviews, providing a valuable resource for historians, educators, and the public. We are now entering an exciting phase of development—expanding our archive’s educational reach while continuing to record new stories that highlight the service and sacrifice of veterans.

This is a fantastic opportunity to play a direct role in ensuring Legasee continues its vital work. As a Volunteer Bid Writer, you will help secure the funding needed to sustain and grow our impact. Your skills will directly influence how many veterans’ stories we can capture, how widely they are shared, and how many young people can learn from them. If you’re looking for a meaningful role where you can truly make a difference, this is it.

Your Responsibilities

As the Volunteer Bid Writer, your key tasks will include:

- **Researching Funding Opportunities:** Identify grants, trusts, foundations, and corporate sponsorships aligned with Legasee’s mission and projects. Maintain a list of prospects, including deadlines and application requirements.
- **Preparing Funding Applications:** Write compelling and tailored funding proposals to secure financial support for Legasee’s initiatives. Ensure applications meet funders’ criteria and deadlines.
- **Collaborating with the Team:** Work closely with the Charity’s Founder and Trustee and other team members to align funding applications with Legasee’s strategic goals. Attend check-in meetings to report on progress and discuss priorities.
- **Tracking Applications & Following Up:** Maintain records of submitted applications, track their progress, and follow up where necessary. Adapt unsuccessful applications for future opportunities.
- **Contributing to Strategy:** Provide insights and recommendations for future funding approaches based on research and experience. Identify potential partnerships with other organisations that could enhance funding prospects.

Why This Role Matters

Legasee is at a pivotal moment. We have a rich archive of veteran interviews, a growing educational mission, and numerous exciting opportunities on the horizon. But without funding, these opportunities remain out of reach. Your work will help unlock these possibilities, ensuring veterans’ voices are heard, respected, and used to educate future generations.

This role is perfect for someone who:

- Wants to apply their writing skills to a meaningful cause.
- Enjoys research and strategy, finding the best ways to secure funding.

- Thrives on seeing real results from their efforts.
- Is keen to develop their experience in fundraising and bid writing within the charity sector.

Expectations and Working Approach

- Work independently while maintaining regular communication with the Charity's Founder and Trustee.
- Meet agreed deadlines for research, proposals, and applications.
- Maintain accurate records of applications and feedback received.
- Keep up to date with funding trends and opportunities relevant to Legasee's work.

Skills and Experience

Essential:

- Excellent written and verbal communication skills.
- Strong research and analytical abilities.
- Ability to work independently and manage deadlines effectively.
- A collaborative approach to teamwork and relationship-building.
- Attention to detail and ability to tailor applications to different funding bodies.

Desirable:

- Prior experience in bid writing, fundraising, or grant applications.
- Knowledge of the charity sector and funding landscape.
- Experience working with charities or non-profits.

Support and Resources

You will be supported by the Charity's Founder and Trustee, who will provide guidance, background information, and strategic priorities for funding applications. Regular check-ins will ensure you have the information and resources you need to succeed in your role.

Impact and Benefits

Your contribution will play a key role in helping Legasee secure the funding necessary to continue preserving and sharing veterans' stories. In return, you will gain valuable experience in bid writing, fundraising strategy, and working within the charity sector. This role offers:

- The chance to make a tangible difference in a growing charity.
- Professional development in bid writing and fundraising.
- Flexible hours to fit around other commitments.
- A small, friendly and supportive team environment.

Thank you for your commitment to supporting Legasee!

www.legasee.org.uk