



A MENTAL HEALTH SOCIAL MOVEMENT

8-10 WEST STREET, OLD MARKET, BRISTOL, BS2 0BH · 0808 808 9120  
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## **Job Pack** **Grant & Bid Writer**

Thank you for your interest in this role, please find below some information to help you decide if you would like to apply. In the interests of equality CVs will not be accepted, so please apply via the website. Applicants will be assessed on their ability to meet the criteria listed in the Person Specification.

The closing date for this role is **21/07/2024 at 11.59pm** and interviews will be held on **26/07/2024**. Candidates shortlisted for interview will be informed by email - we are not able to offer individual feedback to unsuccessful candidates.

To have an informal discussion about the role, contact **Leilah King - [leilah@otrbristol.org.uk](mailto:leilah@otrbristol.org.uk)**

## Role Summary

<b>Job Title</b>	Grant & Bid Writer
<b>Salary</b>	OTR Band B   Starting salary of £25,997
<b>Hours</b>	37.5 per week   1 fte
<b>Contract</b>	Permanent
<b>Leave</b>	Flexible - our basic entitlement is 38 days (pro rata). However, OTR operates a flexible leave policy and you are entitled to request as much leave as you would like and need.
<b>Pension</b>	With The People's Pension - 3% employer contribution on qualifying earnings
<b>Location</b>	Based at OTR, 8-10 West Street, St Philips, Bristol, BS2 0BH and in locations across Bristol and South Glos.
<b>Accountable to</b>	Business and Development Manager
<b>Team</b>	Business and Development Team
<b>Job Purpose</b>	<ul style="list-style-type: none"><li>• Cultivate and nurture relationships with funding/grant-making organisations, both new and existing. Develop compelling cases for support for designated projects or organisational areas, tailoring funding bids and applications accordingly</li><li>• To create growth in Trusts, grants and foundations, including corporate and publicly funded foundations, increasing our income and retaining existing funders.</li><li>• Grow trusts and foundation income across all regions with particular focus on Bristol, North Somerset and South Glos</li></ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>• Business and Development Manager (BDM)</li><li>• CEO</li><li>• Trusts, Grants and Foundations</li><li>• Graphic Designer (external consultant)</li><li>• Impact Coordinator</li><li>• Digital and Fundraising Champion</li></ul>

## Role Description

<p><b>Trusts and Foundations</b></p>	<ul style="list-style-type: none"> <li>● Research, write and submit compelling, effective and targeted applications in a range of styles to meet donor requirements, including application forms, emails, presentations, tenders and letters.</li> <li>● Research and evaluate new funding opportunities from trusts, foundations, and other grant funders, maintaining a 12-month funding calendar.</li> <li>● Cultivate and nurture relationships with funding/grant-making organisations, both new and existing.</li> <li>● Work with the Business and Development Manager to develop compelling cases for support for designated projects or organisational areas, tailoring funding bids and applications accordingly.</li> <li>● Stay informed about funding opportunities and trends in the sector</li> <li>● Work with the Business and Development Manager to generate accurate and timely management information on fundraising activities and budgets.</li> <li>● Perform other duties as directed by the Business and Development Manager.</li> </ul>
<p><b>Administrative</b></p>	<ul style="list-style-type: none"> <li>● Manage mid level donor opportunities developing a pipeline working alongside Business Development Manager and Impact Coordinator to account manage a number of funder relationships</li> <li>● Support the maintenance of systems tracking fund allocation and expenditure, ensuring accuracy and up-to-date information for funders.</li> <li>● Manage donor records on Beacon, our fundraising database, including recording activities, income, and producing management reports.</li> <li>● Submit timely reports to donors, ensuring compliance with monitoring and evaluation requirements.</li> <li>● Build and proactively manage a “wish list” of approved items, projects, equipment and expenditure lines which can be matched to potential funders.</li> <li>● Work with the Business and Development Manager and Digital and Fundraising Champion to create press releases, and external content celebrating grants won and associated projects and achievements</li> </ul>
<p><b>Cross Departmental Working</b></p>	<ul style="list-style-type: none"> <li>● Work with the Business and Development team and the Research and Development team to create an annual impact report</li> <li>● Work with the impact coordinator and Business Development Manager to improve cases studies and impact collection</li> <li>● Work with Business Development manager and service managers to identify and review project activities</li> <li>● Work with Business Development manager to develop stewarding offer for Trust and Foundation partners</li> <li>● Work closely with BDM to build and maintain an in-depth knowledge of OTR services and identify opportunities for trust funding bids, involving colleagues (where required in the application process.)</li> <li>● Where grants have already been awarded, regularly liaise with relevant members of staff and the finance team to ensure that all grant conditions are met, enabling effective reporting on progress.</li> </ul>

<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Use OTR's CRM system to record fundraising activity and support producing regular reports to understand trends in our income generation.</li> <li>• Write compelling reports to donors, meeting or surpassing their expectations.</li> <li>• Where funding impacts staff or teams directly, ensure that the appropriate manager is aware of all monitoring requirements.</li> <li>• Ensure that all reporting requirements are met according to agreed schedules and in line with the funders' criteria, including case studies and impact reports.</li> <li>• Organise and manage any required funder visits in conjunction with the BDM and other appropriate members of staff.</li> <li>• Regularly report on trust and fundraising activity to the BDM and the wider organisation, as and when required.</li> <li>• Produce case studies and success stories of our supporters for usage across OTR's Impact Report, social media and website.</li> <li>• Feed information into fundraising plans and strategy.</li> </ul>
<b>A Value for Money Service</b>	<ul style="list-style-type: none"> <li>• Ensure appropriate, efficient and economical use of OTR resources.</li> <li>• Maximise efforts during working hours in the delivery of a high-quality service.</li> </ul>
<b>Continuous Self-Development</b>	<ul style="list-style-type: none"> <li>• Keep abreast of sector developments via liaison with trusts and foundation fundraisers at other organisations and across the wider charity sector.</li> <li>• Participate in OTR's annual appraisal process.</li> <li>• Take responsibility for your own work, identifying training and development needs to line manager.</li> <li>• Complete any mandatory training required.</li> <li>• Attend any relevant specialist training and development activities within the sector.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Ensure that all grant application activity complies with best practice, the Institute of Fundraising Code of Practice and all relevant legislation.</li> <li>• Be aware of your own obligations under Health &amp; Safety legislation.</li> <li>• To engage in training and development appropriate to the role.</li> <li>• To commit to the core values of OTR, including young people's empowerment and participation.</li> <li>• To work within the spirit and framework of all OTR policies, governance, and delivery philosophy and to keep up to date with relevant training and professional development, especially in relation to Equality, Participation, Confidentiality, Vulnerable Adults and Child Protection and Safeguarding.</li> <li>• Encouraging online advocacy from young people and other stakeholders; i.e. monitor online reviews and feedback, and put in place processes to effectively capture and promote testimonials about our work.</li> <li>• To encourage young people to participate in service redesign and improvement exercises, both within OTR and with other agencies to improve provision for young people's mental health across the city.</li> <li>• Ensuring OTR's representation on third party websites is accurate, up-to-date and consistent.</li> <li>• To have a keen eye on the digital landscape and bring ideas to the table on how OTR may implement new platforms to engage young people.</li> <li>• To respect and maintain the confidentiality of all staff, volunteers and young people at OTR internally and with external agencies.</li> </ul>

- To ensure all paper and electronic personal records are managed and stored safely at all times.

## Person Specification

	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>● Education, qualification or experience in relevant areas i.e. trust fundraising</li> <li>● Commitment to professional development and willingness to undertake training necessary for the role.</li> </ul>	<ul style="list-style-type: none"> <li>● Membership of IOF and relevant training experience.</li> </ul>
<b>Experience &amp; Skills</b>	<ul style="list-style-type: none"> <li>● Proven experience and success in developing and drafting proposals and/or reports raising funds from trusts, foundations and other grant making organisations.</li> <li>● Experience of research techniques applicable to identifying funding opportunities and framing funding bids.</li> <li>● Experience of using a fundraising or CRM database.</li> <li>● Good organisational skills and expert eye for detail.</li> <li>● Accurate database skills.</li> <li>● Exceptional verbal and written communication skills and attention to detail.</li> <li>● Able to convey complex information accurately, succinctly and engagingly.</li> <li>● Excellent IT skills, including strong understanding of databases.</li> <li>● Resilience and ability to use own initiative, manage competing demands, prioritise workload and meet deadlines.</li> <li>● Demonstrable ability to work independently.</li> <li>● Excellent networking and motivational skills.</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of supporting budgets.</li> <li>● Finance qualification or background.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>● Knowledge of young people's mental health and wellbeing and issues affecting and impacting young people.</li> </ul>	<ul style="list-style-type: none"> <li>● Knowledge of the diverse range of factors affecting young people's wellbeing.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● Values led with a personal commitment to equality, diversity, social justice and change.</li> <li>● A strong personal interest in and commitment to the mental health</li> </ul>	<ul style="list-style-type: none"> <li>● A willingness to work flexibly, including some evenings and weekends.</li> </ul>

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and wellbeing of children and young people.

- A creative, energetic approach.
- The ability to build and maintain meaningful relationships with supporters.
- A personal interest in and commitment to young people's mental health and wellbeing.
- An ability and willingness to travel across the region.
- Commitment to own professional development and willingness to undertake the training necessary for the role.

# About us

OTR is a mental health social movement by and for young people. The charity is at an exciting stage of its 59-year history and is proud to be reaching more young people than ever before (over 20,000) across Bristol, South Gloucestershire, and North Somerset with creative and diverse mental health and wellbeing info and support.

Our approach to mental health is grounded in a set of beliefs and assumptions that underpins all of our work. We believe in celebrating diversity, empowering and mobilising young people to make change, and that catering to the unique strengths, interests and circumstances surrounding young people is key. Our approach centres on collaboration and partnership, building relationships between individuals, peers and communities.

Each day is as engaging and fulfilling as the last, and with a network of supportive, community minded people, we hope you'll feel welcome here. As a thank you, we like to compensate our employees for the important work they do with a range of benefits including a flexible leave policy (38 days), healthcare cost assistance with HealthShield, flexible and hybrid working arrangements, enhanced sick pay, parental leave, continual training and development, free yoga and reiki, and more (subject to contractual terms and conditions).

At OTR, whatever your role or professional background, you will be expected to work in a way that is anti-oppressive and inclusive. A key focus for OTR is to develop an organisation that is inclusive for all but we do not claim to be experts in this. We are committed to continuous learning and improvement in these areas and invite you to join us on this journey.

OTR recognises the benefits to individual practice and organisational credibility of having a diverse community of staff and volunteers and to this end is continually working towards building and maintaining an environment which values and pursues diversity accordingly.

We recognise that tackling systemic inequality, prejudice, racism and oppressive practice requires each of us to actively engage, self-examine and make changes where necessary, in order to improve access and equitable experience for all in society and all of those who come through our doors at OTR.

<b>What We Believe</b>	<b>What We Value</b>	<b>How We Behave</b>
<ul style="list-style-type: none"><li>● We believe that our offer should be inclusive of all cultures and identities</li><li>● We believe that young people have unique strengths, interests and circumstances</li><li>● We believe that the world around us impacts our wellbeing</li><li>● We believe in placing young people at the heart of our work</li><li>● We believe in innovating and evolving to improve our offer for young people</li><li>● We believe that relationships are what make the difference</li><li>● We believe in the power of partnerships</li></ul>	<ul style="list-style-type: none"><li>● Collaboration</li><li>● Diversity</li><li>● Learning</li><li>● Sharing</li><li>● Participation</li><li>● Self-efficacy</li><li>● Self-care</li><li>● Transparency</li><li>● Agency</li><li>● Creativity</li><li>● Social Action</li><li>● Pragmatism</li></ul>	<ul style="list-style-type: none"><li>● We're accommodating</li><li>● We're integrated</li><li>● We're thoughtful</li><li>● We're supportive</li><li>● We're open</li><li>● We're resourceful</li><li>● We're resilient</li><li>● We're communicative</li><li>● We're independent</li><li>● We're imaginative</li><li>● We're motivated</li><li>● We're adaptable</li></ul>