

Grants Writer

AuDHD UK

Location: Remote (UK-based preferred)

Reports to: Fundraising & Partnerships Lead

Commitment: Flexible, part-time (details negotiable)

Role: Unpaid volunteer position

Purpose: To secure funding for AuDHD UK by researching, writing, and submitting high-quality grant and sponsorship proposals, and by tracking and reporting on grant applications and outcomes to ensure sustainability and growth.

Key Responsibilities

Grant & Sponsorship Proposals

- Research funding opportunities from trusts, foundations, corporate sponsors, and statutory bodies.
- Draft, tailor, and submit compelling grant and sponsorship proposals that align with AuDHD UK's mission and project needs.
- Collaborate with relevant team members to gather data, impact stories, and supporting documents for applications.

Grant Tracking & Reporting

- Maintain an up-to-date log of all applications, deadlines, and outcomes.
- Monitor the progress of applications and respond to funder queries as needed.
- Prepare and submit timely progress and outcome reports to funders, ensuring compliance with grant conditions.
- Analyse outcomes to inform future strategy and improve success rates.

Additional Duties

- Attend team meetings and training sessions as required.
- Contribute to the development of fundraising strategies and share insights on funding trends.

- Support the Fundraising & Partnerships Lead with other fundraising tasks as needed.

Essential Skills & Attributes

- Proven experience in grant writing, fundraising, or bid writing (charity sector experience desirable).
- Excellent research, writing, and editing skills with strong attention to detail.
- Ability to interpret funding criteria and tailor proposals accordingly.
- Strong organisational and time management skills.
- Analytical mindset for tracking and reporting on outcomes.
- Commitment to AuDHD UK's mission and values.
- Lived experience of AuDHD or neurodivergence (desirable).

Time Commitment Estimate

- Grant/sponsorship proposals: 3-5 hrs/proposal (variable, depending on deadlines)
- Grant tracking/reporting: 5 hrs/month

Mission Alignment Requirements

All applicants must demonstrate:

- Understanding of AuDHD UK's core purpose.
- Commitment to volunteer-led service delivery.
- Adherence to safeguarding and ethical guidelines.