



Recruitment Pack

BID MANAGER
November 2024



**Dandelion
Time**

This Pack Includes:

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Welcome

I am pleased that you are considering joining our staff team at Dandelion Time.

You will be part of a welcoming, vibrant and dedicated team undertaking immensely rewarding work.



People are at the heart of everything we do at Dandelion Time, whether they are our staff, volunteers, or the families we work with.

Being hands-on in the natural world is the basis for our activities and creativity at Dandelion Time. We care for the earth, plants, animals and each other.

We are at an exciting time in Dandelion Time's development and will be implementing our new Strategic Plan over the next 4 years. The Bid Manager will play an integral role in supporting the Senior Management Team to do this.

But whatever the role, you will be helping to transform the lives of vulnerable children in our community.

I am incredibly proud to lead this wonderful charity and I hope that by reading through this pack you will feel inspired to work with us.

Thank you for your interest.

Graham Carpenter

Chief Executive Officer

Founded in 2003, Dandelion Time is a rural-based charity working with the most vulnerable children affected by trauma and mental health issues. Over the past two decades, we have helped transform the lives of thousands of people in Kent.

We help children with challenging emotional issues, often resulting from adverse childhood experiences, such as domestic violence, abuse or neglect. Our systemic and trauma-informed approach, focuses on the family as a whole unit, helping to effect change, creating new opportunities and improve relationships.

Families take part in a weekly programme of nature and craft activities whilst receiving one to one emotional support from skilled therapeutic staff, to help them overcome complex emotional difficulties. Activities include gardening, animal care and natural crafts (such as green wood working, pottery and wool work), calming, absorbing activities which connect children to the natural world, promote co-operation and encourage closer family relationships.

We are a catalyst to bring about change for each child so that they can become resilient and thrive despite the toughest of conditions, just like a dandelion.



Our Ethos

We Believe

Children should grow up in a safe and nurturing environment, to feel loved and free of fear



Our Vision

To provide access to a nature based therapeutic approach to vulnerable children and families across the UK.

Our Task

To deliver sustainable change for vulnerable children and their families, using the healing and educational potential of the natural world



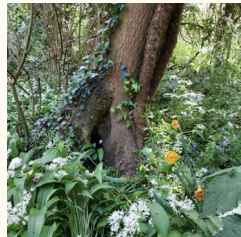
Our Values

1. *Child-centred*



The child is at the heart of everything we do whilst our therapeutic approach embraces the whole family system.

2. *Embedded in Nature*



Our love and connection with the natural world is the context for all we do.

3. *Creativity*



Our therapeutic strength is in unlocking the innate creativity of everyone we work with.

4. *Trust*



We nurture trusting relationships

5. *Inclusion*



Respect and inclusivity are central to our approach. We listen and behave with kindness and compassion in our interactions

6. *Humility*



We reflect on our practice and strive to continuously learn and improve

Job Description

Job Title	Bid Manager
Contract	Permanent
Reports to	Director of Finance
Responsible for	Bid Writer (part-time)
Location	Hybrid including all Dandelion Time's sites and HQ
Hours	22.5 hours over a minimum of three days (Monday to Friday subject to negotiation)
Salary	£21,000 to £22,500 per annum (£35,000 to £37,500 FTE)

Job Outline

Supported by the Director of Finance this role will manage and lead the Grants and Bid Writing team to deliver the income generation strategy for Trusts, Foundations and other organisations. This role will:

- identify, research and write compelling applications to meet and /or exceed our income targets;
- oversee and manage the relationships with existing and new trusts and foundations and deliver funding reports to a high and consistent standard; and
- initially lead on the small number of full commissioning bids the charity makes.

Main Duties and Responsibilities

Income Generation and Opportunity Pipeline Development:

- Develop and implement a strategy and plan to grow Trusts and Foundation income . Contribute to the overall fundraising strategy in support of Dandelion Time's expansion plans.
- Identify and research a diverse range of high value opportunities to build a pipeline of sustainable income with an emphasis on five/six figure grants and multi-year funding.
- Craft high-quality, targeted, and compelling proposals tailored to specific trusts, foundations and other grant-making bodies.
- Cultivate and manage relationships with key decision-makers within identified trusts, including the day-to-day management of both new and existing funders, ensuring accurate records of restricted grants and application of funds.
- Lead the development of new proposals including potential bid partnership opportunities with other organisations.
- Achieve and/or exceed the annual target for trusts and foundations.
- Lead on significant competitive commissioning bids (the current level averages one per year).

Operational Planning and reporting:

- Ensure all grant expenditures and reporting adhere to the requirements of each trust or foundation, working closely with the finance and data teams to maintain accuracy.

- Ensure all information and reports are filed accurately and details are kept in accordance with the charity's policies and procedures.
- Write engaging progress reports to meet requirements of funders and to engage new speculative funders.
- Provide regular management reports on financial progress, including updates on the pipeline, prospecting, activation, and grants received and refused. Suggest contingency actions to address potential income shortfalls.
- Manage inputs into the CRM system of pledges, restrictions and reporting timetables.
- Manage the workload of and line manage the Bid Writer.
- Manage the workload of volunteers where appropriate.
- Ensure appropriate cross-organisational input to proposals and reporting.

Best Practice and Regulatory Compliance:

- Stay informed of best practices from the Chartered Institute of Fundraising and the Fundraising Regulator, ensuring all activities are conducted within legal and regulatory requirements.

Duties and Responsibilities of All Staff

- Maintain a sensitive and professional approach towards colleagues, volunteers, children and families, mindful of confidentiality and anti-discriminatory practices.
- Abide by health and safety guidelines and risk assessments and share responsibility for own safety and that of colleagues, volunteers, children and families.
- Respect the rights of individuals by maintaining confidentiality and working in line with data protection legislation, guidance and best practice.
- Create positive relationships and treat everyone with dignity and respect, adhering to Dandelion Time's core aims and values, and adhering to the Equality and Diversity policy.
- Be proactive in improving Dandelion's environmental performance across all areas of the charity, complying fully with Dandelion Time's Environmental Policy.
- Contribute to the effective and efficient running of Dandelion Time by awareness of, and compliance with all policies and procedures.
- Prepare for and attend regular team meetings, mandatory training, annual appraisals and personal development sessions.
- Work closely with line manager to establish targets and develop strategies to meet them.
- Undertake any other relevant duties as required to ensure the effective provision of Dandelion Time objectives.

This job description may be subject to joint review from time to time between the postholder and Dandelion Time, and as such is liable to amendment.

Other Requirements

- This post requires regular screening by the Disclosure and Barring Service (DBS) and a check against the Adult and Child Barred list.
- This post requires the postholder to disclose any referral/s to the LADO
- The post holder will be required to attend up to 4 days of mandatory training per year and full team meetings. These may be outside of normal work pattern.
- This post is hybrid with some flexibility around working arrangements. The postholder will need to be available to travel to site at least one day a week plus

additional days for internal / funder meetings (likely to be no more than up to half of total hours).

Selection Criteria

Job Title	Bid Manager
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Applicants will be expected to demonstrate the following through the recruitment process and evidence their skills, experience and knowledge for all 'essential' criteria.

	• Essential	• Desirable
Qualifications & Professional Memberships	<ul style="list-style-type: none"> • Good standard of general education. 	<ul style="list-style-type: none"> • Degree or equivalent. • Member of the Chartered Institute of Fundraising or equivalent.
Experience & Skills	<ul style="list-style-type: none"> • Proven track record of setting, monitoring and meeting or exceeding income targets • Securing one-off or multi-year grants of five-figure sums or above. • Significant experience of researching and writing detailed and compelling proposals for trusts. • Broad experience building and managing multiple trust and foundation relationships and projects • Excellent research and writing skills, with close attention to detail, high level of accuracy and ability to adapt to a variety of audiences. Excellent organisational and time management skills – planning, prioritising and managing workload with the ability to meet deadlines. • Good numeracy skills with ability to build project budgets. 	<ul style="list-style-type: none"> • Compiling public sector tenders. • Line management responsibilities. • Excellent record keeping and knowledge of CRMs (For Dandelion Time E Tapestry).

	<ul style="list-style-type: none"> • Excellent oral communications skills and the ability to engage and build relationships with a wide range of stakeholders. • Excellent level of computer literacy with a working knowledge of Microsoft Office products. • Ability to lead meetings and brief senior staff. • Ability to provide effective and motivational line management to the Bid Writer and others as required. • Ability to hit the ground running and absorb complex information quickly. 	
Personal Qualities	<ul style="list-style-type: none"> • Commitment to Dandelion Time values. • Strong interpersonal and team working skills; the ability to deal with people at all levels. • Has, and brings, a sense of humour and fun. • Collaborative mindset - willingly to pitch in and work effectively with others to achieve common goals. • Adaptable and proactive - displays a can-do attitude, coupled with the flexibility to adapt to evolving priorities; embraces and champions change. • Driven and willing to work in a busy, growing charity with minimal supervision. • Able to think laterally and creatively to find solutions and resolve problems. 	<ul style="list-style-type: none"> • A personal interest in, and commitment to, the mental wellbeing of children and young people. • Available to start working with Dandelion Time within an agreed timeframe

	<ul style="list-style-type: none"> • Tactful, diplomatic and understand the need for confidentiality. 	
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Other requirements of the post

Driving license or other means of transport suitable for travel to areas not served by public transport.

How To Apply

If you have the skills required and you want to work for a charity transforming young lives, then we want to hear from you!

To apply for the role of Bid Manager please submit your curriculum vitae and a cover letter (up to approximately 500 words) via Charity Jobs detailing how your skills and experience meet the selection criteria and why you are the ideal candidate to join our passionate and dedicated team at Dandelion Time. Charity Jobs will supply us with anonymised applications.

Applications close at 9am on Monday 25th November.

We anticipate holding interviews for shortlisted candidates later during the week of 25th November 2024 and during the week commencing 2nd December 2024. However, Dandelion Time reserves the right to close this vacancy early and bring forward the interview dates if sufficient applications are received. If you are interested, please submit your application as early as possible.

If you require any reasonable adjustments as part of the application process or if you were to be invited to interview, please let us know.

Safeguarding

Dandelion Time is committed to a culture that safeguards and promotes the welfare of children and their families with robust recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment within the charity. All individuals working in any capacity at Dandelion Time will be subject to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education. This will include a satisfactory enhanced Disclosure and Barring Service check against both the Adult and Child Barred List service. Evidence of ID, your right to work in the UK, your relevant qualifications, current address and satisfactory references are also a requirement.

Equality and Diversity

Dandelion Time is committed to creating a more inclusive organisation which benefits from a variety of perspectives and better reflects the communities we serve, to make smarter decisions and better support our families. We expect all our people to be accountable for equality, diversity and inclusion at Dandelion Time. It is only by working together in unity that we can ensure that everyone can perform at our best. We warmly welcome applications from all sectors of the community



and from a diverse range of genders, backgrounds, ethnicities, sexual orientations and physical abilities.

As part of our Safer Recruitment procedures, we proactively remove bias by ensuring the recruiting panel only receive anonymised applications to complete the shortlisting process.

Retention of Information

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed after six months from the date the interview process is completed.

What Happens Next

- Your anonymous application will be reviewed by our Selection Panel.
- The shortlisting process will rely on the information provided in your curriculum vitae and covering letter only so please ensure that you demonstrate that you meet the 'essential' selection criteria.
- The Selection Panel will then determine which candidate(s) will be invited to interview.
- Candidates shortlisted will be invited to interview at a mutually convenient date and time. An email will be sent confirming details. An initial telephone interview may be offered.
- Shortlisted candidates will be asked to complete and return a Safer Recruitment Disclosure Form prior to interview.
- Shortlisted candidates will be asked to bring the following to interview:
 - ✓ Documentary evidence of right to work in the UK usually a passport or birth certificate.
 - ✓ Visual identification which includes a photograph, usually a passport or driving licence.
 - ✓ Documentary proof of current name and address – a current bank statement or utility bill (not more than 3 months old).
 - ✓ Where appropriate any documentation evidencing a change of name e.g. a marriage / divorce certificate.
 - ✓ Certificates of educational or professional qualifications that are necessary or relevant for the post.
- Interviews will be held at our beautiful rural site on the outskirts of Maidstone and will involve a face-to-face interview with an opportunity for you to demonstrate your skills by working with our therapeutic team. Further details will be provided prior to interview. Successful candidates at this stage may be invited back for a second interview.
- All candidates that have been interviewed will be notified of the outcome once the final decision has been made. Individual feedback is only available to candidates who attend interview.

- The successful candidate will be offered the role on a conditional basis subject to satisfactory enhanced DBS checks with a check against the Adult and Child Barred List, satisfactory references and pre-employment verifications.

We look forward to hearing from you.



Restoring Hope to Young Lives

Dandelion Time, Charlton Lane, West Farleigh, Maidstone, Kent ME15 0NY
01622 814001 www.dandeliontime.org.uk
Registered Charity Number: 1136613, Company Limited by Guarantee, Company Number: 4959632



Dandelion Time