**Job Description**

**POST: Senior Bid Writer**

**DIVISION: Children & Family Services**

**RESPONSIBLE TO: Head of Business Development**

**SALARY: £35,850 - £41,150**

**Employment Period: Permanent**

**Role Summary**

This is an exciting time to join Children 1st. Our new Strategic Priorities restate our core and original purpose to support children to keep them safe and loved within their own families – the role of business development is central to this.

This role requires an excellent, dynamic candidate who can confidently produce high quality proposals, applications and tenders which communicate our unique approach to working with children, young people and families and which capture our outcome focused relationships with clarity and conviction.

To help us achieve our ambition to reach more children in line with our purpose we require a highly motivated professional business development team player who shares our ambition and sense of urgency.

**Corporate Responsibilities**

* Be committed and adhere to Children 1st vision, mission and values.
* Comply with Children 1st Safeguarding policies and procedures.
* Comply with Children 1st Code of Conduct and any relevant professional standards relating to the role.
* Actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children 1st Participation Standards.
* Actively consider the involvement of volunteers in all areas of our work and to implement the Children 1st Volunteer Development Policy.
* Observe all health and safety requirements.
* Work within and promote policies in relation to Equity, Diversity and Inclusion and anti-discriminatory practices.
* Undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

**Equity, Diversity and Inclusion**

At Children 1st, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children 1st where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and emotionally safe work environments.

## **Key Result Areas**

* To work alongside colleagues, building an understanding of our offer and play a key role identifying and creating opportunities for business development – with a range of partners: Government, Local Government and strategic funders – through continuous analysis of the market and policy and practice trends.
* To collaborate with colleagues to ensure aligning of opportunities to the needs of children and families to inform strategic priorities and sustainability of the organisation
* To lead in the development, co-ordination and submission of public procurement tenders and major grant applications to generate new income, partnerships and opportunities for the charity
* To write excellent bids, proposals, applications and tenders ensuring appropriate project planning, communication and submission in line with timescales and deadlines
* Draft pre-qualifying questionnaires and sections of tenders and funding applications
* To work alongside a portfolio of Children 1st services as their named ‘Business Partner’. This includes understanding funding needs, producing and implementing funding plans
* Work across the organisation, particularly with senior management colleagues in Children and Family Services, Fundraising and Finance to project manage funding opportunities
* Oversee reporting requirements, working alongside colleagues in children & family services to effectively communicate the impact of our work
* To lead partner and donor relationships including identification, cultivation and stewardship. Build excellent relationships with external agencies and partners to enhance the profile of the organisation and support business development.
* Stay appropriately networked and keep abreast of trends, news, events and deadlines so that all possible new or enhanced funding opportunities are maximised
* Innovate and offer new ideas and creative approaches for developing income, partnerships and opportunities for Children 1st

## **Additional Responsibilities**

* To be committed and adhere to Children 1st vision and values.
* To comply with Children 1st Child Protection and Adult Protection policies and procedures and with National Guidance.
* To comply with Children 1st code of conduct (All Children 1st staff) and Codes of Practice for Social Service Workers and Employers (specific to Children and Family Services Divisional staff).
* To actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children 1st Participation Standards.
* To actively consider the involvement of volunteers in all areas of our work and to implement the Children 1st Volunteer Development Policy.
* To observe all health and safety requirements.
* To work within and promote policies in relation to Equal Opportunities and anti-discriminatory practice**.**

## **Person Specification**

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| --- | --- | --- | --- | --- | --- |
|  | Need to Have | Need to Show | Need to Know | Need to Be | Core Values |
| **Essential Criteria** | At least 3 years’ experience in a similar role and proven track record of securing incomeExperience of developing and writing bids and applications Experience of project management approaches including setting project plans, budgets and schedules.Excellent writing and reporting skillsStrong organisational and planning skillsAbility to use a range of IT products and media to produce reports, presentations Ability to engage positively with a wide range of stakeholdersAbility to work to deadlines | Excellent communication and written skillsAbility to review and analyse budgets and financial reports Excellent attention to detailAnalytical approach to workProject management skillsAbility to work and make decisions both independently and collaboratively | Broad experience of partnership working Good negotiation skills with a proven ability to establish long-term working relationships. | Flexible approach to workAble to travel to Children 1st offices across ScotlandA willingness and ability to travel to attend meetings and events Able to work occasional evening and weekendsA commitment to and understanding of the principles of participation | Our core values guide how each one of us works in our individual day to day job:**Respect**Treating everyone with respect and fairness **Integrity**Being responsible and accountable**Participation** Involving others in our work **Excellence** Striving for the highest possible standards |
| **Desirable Criteria** | Understanding of the Public Procurement environmentExperience of Public Contracts Scotland or similar application/bidding portalsWriting complex applicationsExperience of local authority and charity policies, procedures and systemsExperience in child welfare/protection practice in third or statutory sector.Specific fundraising or bid writing training  | Understanding of child protection and trauma recovery. |  |  |  |