



Fundraiser and Bid Writer (full-time) Job Description

| | |
|--------------|--|
| Job Title | Fundraiser and Bid Writer |
| Reporting to | Community Development Director |
| Location | Sevenoaks or Tonbridge (some home working might be possible) |

Offered as a full-time position. Job share/flexible arrangements might be possible.

About West Kent Mind

West Kent Mind do all we can to support mental health and wellbeing in and around West Kent. We offer counselling, supported housing, wellbeing activities, training, workplace wellbeing, early help and prevent work in schools, a befriending service and much more. We have a mix of income streams including project or service specific funds and unrestricted funds from our donors and supporters. For more information please visit www.westkentmind.org.uk

About the job

West Kent Mind is a medium sized charity with big ambitions. We want to ensure that no-one has to face a mental health problem alone, and that is a big task. With 1 in 4 people experiencing a mental problem at any one time there is no shortage of needs to be met and we are buzzing with ideas! We are looking for a bid writer and fundraiser with a track record of success and who shares our ambitions.

You will work closely with the CEO, and will be a key member of our small but expanding Community Development Team. The team is led by our Community Development Director, who is also the line manager for this position. This is both an exciting and challenging time for the organisation. Exciting because we are just finalising our five year strategy and we can see many opportunities for growth and development, challenging because of the significant competition for funds. We know that in order to continue our successful track record we need to continue to build a diverse funding base. This new position will major on writing bids to win new income for new and existing services and projects.

Key responsibilities

- Lead on bid writing with support from the CEO, Community Development Director and other key members of the team to ensure West Kent Mind submits high quality bids with a high likelihood of success.
- Manage a portfolio of funders, including compiling and producing progress reports.
- Provide grant administration support for grants received from a range of funders.
- Develop and maintain excellent relationships with existing and potential funders.
- Work closely with the Finance Manager to ensure that West Kent Mind bids are properly costed using a full cost recovery model.
- Engage with regular supervision, appraisals, attend team meetings and training as agreed with the Community Development Director.
- Represent West Kent Mind at external meetings relevant to the role.

- Contribute to the smooth running of West Kent Mind as whole and to its long term success.

Person specification

All experience may be paid or voluntary, full or part-time, in the UK or overseas.

- Evidence of success in winning bids from a range of sources e.g. trust funders, lottery and statutory sources.
- Persuasive and politically astute communicator able to engage a range of audiences including funders and beneficiaries.
- Excellent project management skills with good attention to detail and able to see a project through from start to finish.
- Creative flair and able to turn good ideas into excellent funding bids that meet the requirements of the funder and the aims of West Kent Mind.
- Excellent problem solving skills and a can do attitude.
- Productive and able to work on multiple projects.
- High level of ability to carry out research to identify suitable funders or evidence to support a bid.
- With support from the Finance Manager to create a fully costed budget for a project or service.
- An excellent team player who will add value to the organisation as a whole.
- Excellent administration and IT skills.

Terms and conditions

Hours of work 37 hours per week (job share/flexible arrangements might be possible)

Salary £20,348 to £26,298

Contract term 12 months initially

Holidays

23 days per year increasing by 1 day for each year of service to a maximum of 30 plus Bank holidays which are discretionary and do not form part of your contract of employment.

Pension

There is an opportunity to participate in a pension scheme. We offer a 2% employee contribution.

Probationary period

This is usually 3 months but may be extended for a period of no more than 6 months.

Employee Assistance

All staff have access to an Employee Assistance Programme. This is a 24 hour service available 365 days per year.

Closing date 12 noon on Monday 24 October 2016

Interviews Thursday 3 November 2016