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| Job Title: | Bid Writer with Social Media Connectivity |
| Responsible to: | Bureau Manager |
| Hours per week | 21 hours |
| Location: | Renfrewshire CAB & Working Remotely |
| Salary: | £27,846 Pro-Rata (£15.30 Per Hour) |
| Closing Date: | Midday, Wednesday 10th June 2020 |
| Interviews: | Remotely, with dates advised to successful applicants |
| Term: | 1 year fixed term with possible extension dependent upon funding. |

**Role purpose**

**We have an opportunity to fill a brand-new role within the charity** - a bid writer with social media connectivity to research, design, write and submit detailed applications for funding to support our services. This will be an exceptional opportunity for a gifted and driven individual to build new networks and to establish, develop and promote new fundraising initiatives for Renfrewshire Citizens Advice Bureau (RCAB). We envisage the role will be 80% Bid Writer, 20% Social Media.

We are looking for someone who is passionate about advice services that would enjoy the chance to make a real difference to people’s lives and make the case to foundations, trusts, the local authority, and other organisations to fund our work in Renfrewshire.

**Job Description**

**Bid Writer**

* Seek new funding/tender and financial opportunities bringing this to the attention of the Bureau Manager
* Preparation of bids and pre-qualification questionnaires/submissions
* Prepare grants and other funding applications
* To collect and maintain an accurate record of all information and materials from completed funding opportunities
* Ensure all written content is effectively described or visually represented in each stage of the submission
* Answer PQQ's in a concise and conformed manner
* Present information in a creative, compelling and interesting manner
* Deliver completed written proposals against deadlines whilst maintaining quality, including any visual representations where appropriate
* Ensure all documentation is compliant and validated to meet legislation and procedures
* Monitoring and reporting feedback from bids and other opportunities, identifying/ implementing any available improvements
* Ensure all active funding opportunities are completed with due diligence and integrity
* To establish and continually improve bid document portfolio

**Social Media Connectivity**

* Seek new social media opportunities, bringing this to the attention of the Bureau Manager
* Building social media content to deliver relevant/required advertisements across multiple platforms
* To maximise opportunities to engage with RCAB audience using creative and original content on a regular basis
* Being passionate about building the RCAB brand; positioning us at the heart of advice services within Renfrewshire
* Managing our social comment threads and messages for all channels to grow and maintain relationships with all stakeholders
* Driving campaigns across our social marketing channels and report clearly on results

**Learning and development**

* Identify own learning and development needs.
* Receive regular supervision and attend training as agreed with the Bureau Manager.

**RCAB Trustee Board**

* Attend meetings of the Trustee Board as and when required.
* Assist with planning and preparations for external events, including the AGM.

**Public Relations**

* Promote the work of RCAB, locally, regionally and nationally.
* Represent the charity to statutory, voluntary and other organisations.

**Other duties and responsibilities**

* Promote the aims and principals of RCAB
* Abide by health and safety guidelines and share responsibility for own safety and that of colleagues.
* Carry out any other tasks that may be within the scope of the post to ensure the effective delivery and development of the service.
* Undertake any other reasonable duties as requested by the Bureau Manager

**Person specification**

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| **Quality** | **Job Requirements** | **Measured by:** |
| Experience | * At least two years’ experience working in a fundraising role – a range of experience would be welcomed. * Experience of researching and writing detailed proposals to obtain funding from various sources * A proven track record of raising substantial income on an annualised basis. * Experience in collating monitoring information for reports on grants from a range of funders. * Experience of working independently to drive and deliver multiple projects. | Application form and interview |
| Knowledge and Skills | * Good understanding and knowledge of trusts, statutory and lottery fundraising and the voluntary sector. * Ability to build and maintain good relationships with colleagues and the wider community. * IT literate (ideally with experience of Microsoft Packages, MS Teams, Facebook, Twitter etc., with strong administrative and numeracy skills. * Knowledge and understanding of an outcome based approach to measuring and monitoring performance. * Excellent verbal and written presentation and communication skills, including the ability to write funding briefs, reports, proposals and correspondence. * Strong analytical, interpretative, evaluative, and organisational skills * Flexible, self-motivated, energetic and enthusiastic with the ability to set priorities and manage multiple tasks in a timely manner under minimal supervision. | Application form and interview |
| Behaviours | * A ‘can-do’ attitude in all the work you deliver, ensuring it meets the needs of the bureau and potential funders. * You are accountable for your own performance and development, and you take responsibility for your actions and decisions. * You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve. * You promote equality and diversity and actively work to minimise harm to others. | Application form and interview |
| Other Requirements | * The ability to commit to, and work within, the aims, principles and policies of RCAB. * Provision to work from home * Travel to visit other organisations and venues and attend meetings. * Occasionally undertake work out of hours | Application form and interview |

RCAB 15/05/2020