

TRANSFORM YOUNG LIVES

♥ **Job Role:**
Bid Writer

♥ **Salary:**
circa £28–32k pro
rata dependant on
experience and
performance

♥ **Hours:** Part
time – 22.5
hours



INSPIRE
An **onSide** Youth Zone



FREE GYM ACCESS



FREE MEAL ON SESSION



33 DAYS LEAVE PRO RATA
(INCLUSIVE OF BANK HOLS)



TRAINING AND
DEVELOPMENT
OPPORTUNITIES



BIRTHDAY LEAVE



FREE MEMBERSHIP & HOLIDAY
CLUB FOR YOUR CHILDREN*

Lively, fun, 'sick'... these are some of the words our members use to describe Inspire.

Working with young people age 8-19 (25 with additional needs), we transform lives, helping them be the best they can be.

Opening in 2018, we're 7 years old this year, and in those 7 years, we haven't stopped learning, and we haven't stopped developing. From a global pandemic to the cost of living crisis, we are there for young people when they need us and adapt to their ever-changing needs.

Open 7 days a week when schools are shut, at our most basic, we provide **somewhere to go, something to do, and someone to talk to.** Our 'see it to believe it' facilities give young people access to a range of activities, opens doors to a world of opportunities, and provides the perfect space to develop new relationships with both peers and positive role models.

Through our doors you'll find; a 3G pitch, gym, sports hall, climbing wall, dance studio, music room and much more.

Inspire isn't just be a place to go, it's a place to grow. And that's as much about young people as it our staff team.

There's so many perks to joining our staff team!

Our Culture



Committed



Supported



Ambitious



Present



Inspirational

THE ROLE

This role plays a key part in Inspire's Income Generation Strategy by leading bid writing to secure funding and helping coordinate successful projects linked to secured funding.

You will identify available funding opportunities, build a pipeline of grants, trusts, and contracts, and create high-quality submissions to secure income aligned with Inspire's plans and goals.

A strong bid writer or someone with transferable skills, you'll be self-motivated, action-oriented, and have excellent written and verbal communication and organisational skills. You'll enjoy taking funding applications from start to finish and building strong relationships to deliver impact.

With a proven track record in bid writing and project development, you'll understand how to meet or exceed funder expectations for continued support. An organised, strategic thinker, you'll quickly grasp how Youth Zone's operate and create strategies to secure funding that aligns with delivery goals. You'll use research and writing skills to craft compelling grant applications that ensure success.

KEY RESPONSIBILITIES

- Identify a range of grant making organisations with the potential of funding activity along with other, more complex contract funders to develop a strong and mixed pool of organisations.
- Contribute to the development of a strong pipeline of grant and contract organisations, fully researched and aligned to areas of delivery for potential support.
- Achieve a small but defined set of KPIs including activity targets relating to developing a pipeline, applying to organisations and securing outcomes.
- Attend and contribute to relevant network meetings and work collaboratively with OnSide colleagues with regard to the development of network-wide bids which may benefit Inspire as well as the implementation of successful bids.
- Work closely with the Grants and Contracts Manager, and the wider Team, to ensure that funding secured is translated to impact, with any funding requirements clearly articulated and managed.
- Work with the wider team to assist with stewardship and collation of impact for funders.
- Monitor and report on progress against funding requirements, ensuring project is on track and demonstrating expected impact and outcomes.
- Ensure all records are kept up to date on our CRM database.
- Ensure accurate and timely acknowledgement, recording and banking of any grants received, or income secured.

THE ESSENTIALS

- Proven experience and track record of bid or tender writing and securing income at various levels, or experience in a similar/related field.
- Good organisational skills, able to prioritise effectively and arrange workload around multiple tasks
- Ability to read and understand complex funding requirements and translate these to clear objectives to ensure delivery
- Strong collaborative skills and teamwork
- Experience of working well in/with diverse teams and with challenging targets
- Resilient and resourceful with the ability to work pro-actively and independently whilst comfortable and adaptable to change



POSITIVE AND
ENTHUSIASTIC



PUNCTUAL AND
RELIABLE



BELIEF IN YOUNG
PEOPLE



ENHANCED DBS
CLEARANCE



BE A POSITIVE ROLE MODEL
TO YOUNG PEOPLE



20 24 IN NUMBERS



DEALT WITH 433
CAUSE FOR
CONCERNS



OVER 54,000
VISITS FROM
YOUNG PEOPLE



DELIVERED
12,534
ACTIVITIES



PROVIDED
9,522
FREE MEALS

THE DESIRABLES

- Experience of developing a new pipeline of prospective funders and being pro-active in successfully converting these to achieve targets.
- Experience of bidwriting in the charity sector working in Charitable organisations.

THE OTHER STUFF

- The normal hours of work are 22.5 hours per week. These hours are flexible and certainly not restricted to a typical 9-5 role. This flexibility is both ways with some mandatory evening and occasional weekend working anticipated, subject to funding deadlines or partnership team activities.
- To apply, send your CV and cover letter to gemma.bathurst-whittle@inspireyouthzone.org
- Interviews will be ongoing and applications will close once an offer of employment is made

