



2 Aalborg Place, Lancaster LA1 5TL
Registered Charity No. 1093016
Telephone: 01524 842008
finance@ldhas.org.uk
www.ldhas.org.uk

Job description

Fundraising & Bid Writing Officer

Job title:	Fundraising & Bid Writing Officer (FBO)
Location:	LDHAS, 2, Aalborg Place, Lancaster LA1 1QH or such other place as LDHAS may require
Responsible to:	The Board of Trustees
Hours of work	20 hours per week over 4 weekdays (9am to 2pm)
Salary scale	NJC Scale SO1 - £34,515 to £36,363 (Full time Equivalent), £18,408 to £19,396 (Pro Rata)

Job summary

The postholder will be responsible for identifying, writing, and submitting compelling, well-researched and tailored funding applications to relevant grant-giving bodies.

The post holder will work closely with the LDHAS management team and the finance officer to gather information, write bids, and track progress of submissions, ensuring LDHAS meets income targets as agreed by the Trustees.

The postholder will:

- Proactively research, navigate the system and identify suitable grant and funding opportunities from charitable trusts, foundations, and statutory bodies.
- Write and submit high-quality funding applications and proposals in line with LDHAS's strategic priorities working closely with the Operational manager, Business development manager and Finance officer in their collaboration with key partners.
- Work collaboratively with LDHAS managers and colleagues to gather accurate, up-to-date data and service information for applications.
- Tailor applications to funder requirements and priorities, ensuring persuasive storytelling and alignment with LDHAS 's mission.
- Research and identify opportunities to raise money via businesses including payroll giving and sponsoring fundraising events.
- Research and identify opportunities to encourage supporters to consider leaving a gift to LDHAS in their wills.
- Manage a pipeline of applications and submissions, ensuring deadlines are met and income targets are tracked.

Communication and Relationships

1. Have communication skills and a communication style which ensures that written bids are compelling, clear, and rooted in evidence.
2. Ability to turn service data and case studies into powerful narratives that align with funder priorities.
3. Act as an ambassador for vulnerable people.
4. Maintain effective communication with the Board

Analytical and judgement skills

1. Research and identify suitable grant and funding opportunities from charitable trusts, foundations, and statutory bodies.
2. Work collaboratively with LDHAS managers and colleagues to gather accurate, up-to-date data and service information for applications.

Planning and organisation skills

1. Contributes to LDHAS's long-term income generation plans.
2. Manage a pipeline of applications and submissions, ensuring deadlines are met and income targets are tracked.
3. Manage LDHAS's bid writing schedule ensuring effective systems and accountability.
4. Support development of strong internal bid and grant management systems, including templates, case studies, and project reporting tools.
5. Monitor success rates and provide monthly performance reporting.

Client care

1. Assist clients during incidental contacts.
2. Provide general, non-clinical advice to clients.
3. Provide general advice to members of public contacting LDHAS.

Responsibilities for policy and service development

1. Lead on Bid writing policy and procedure development,
2. Proposes changes to improve LDHAS practice, policies and action plans.

Responsibilities for Finance / physical resources

1. Ensure equipment required for the role is appropriate and used safely.
2. Manage finances associated with the role.

Responsibility for human resources

1. Demonstrate own duties to other staff
2. Promote a positive and supportive culture.

Responsibility for information resources

1. Production of monthly and quarterly management reports to senior management.
2. Preparation of year-end status report.

Research and development

1. Assist with audits as required and ensure regulatory compliance

Personal development

1. To actively participate in continued professional development to develop new skills, maintain and update existing skills and embrace the concept of Lifelong Learning.
2. To identify appropriate training opportunities in line with identified needs.
3. To be responsible for own continuing professional development and maintaining own professional registration maintaining a professional portfolio and demonstrating evidence of reflective practice.
4. To undertake mandatory training and attend updates and study days as appropriate to the post.

Freedom to act

1. The post holder will have the freedom to take action based on own interpretation of broad professional policies, new developments, emerging evidence. The postholder will advise the Board seeking advice as necessary.

Other:

- Promote the work of LDHAS where appropriate
- Carry out any other work or duties that are reasonably requested

