



bid Writer

A voluntary position with SoulscapE

SoulscapE is a charity working in partnership with Wokingham and Bracknell schools to give young people the space they need. Schools across the Berkshire area really value what we're doing and are constantly asking SoulscapE to come in and run our programmes. We want to be able to say 'yes' to helping more young people where school budgets are tight, but this is only possible with the support of generous donations from the public or organisations.

SoulscapE's Bid Writer will be instrumental in sourcing and applying for funding opportunities which will allow the charity to grow and remain sustainable.

Ideally working with us 1-2 days per week, on a completely flexible basis from home or in the office, you can help us increase our income and visibility so we can deliver more in 2022 and beyond. It's our 25th anniversary year and we have events and fundraising opportunities happening across the year – your successful bids will help us beyond that.

What will you be doing?

- Completing grant funding proposals in a timely and effective manner ready to submit to the CEO for approval
- Managing the administration of the proposal application process
- Providing prospective funders with supporting documentation at the time of submission or as additional information
- Developing and maintaining current knowledge of SoulscapE; its history, current programmes and objectives to ensure proposals are at a high level of detail and accuracy
- Conducting research and identifying grant funding opportunities
- Maintaining proposal and funding records within company filing system
- Building and maintaining a rapport with funders, providing feedback and reports in accordance with their requirements
- In liaison with the team, seeking donations from companies and church networks
- Passing on to the CEO any leads for potential prospect donors that arise as part of your research or relationship-building
- Alongside the SoulscapE team, supporting the implementation of income generation campaigns
- Assisting with keeping up-to-date records of the donors or corporate key contacts
- Supporting the core team in meeting annual targets for fundraising and donations
- Attending and supporting fundraising events and activities, especially where it is possible to start or strengthen relationships with key donor contacts

You will have

- Strong communication skills
- The ability to inspire people and share your passion for the charity, especially in writing
- Great organisational skills and a flair for administration
- A positive and passionate outlook and attitude
- Some experience in this type of work, particularly in securing funding
- The ability to prioritise and delegate
- Knowledge of grant and funding channels

How to apply

To apply for this role or ask questions, please contact Melissa Bannister: melissa.bannister@soulscapE.org.uk