

JOB DESCRIPTION

Bid Writer **Glasgow/Edinburgh/Hybrid** **Victim Support Scotland**

Our mission at Victim Support Scotland is to ensure that those affected by crime receive high quality support that will help them to recover from their experiences. We want victims and witnesses to be at the heart of everything we do so they have improved health and well-being, feel safer, more secure and informed and that we are an effective organisation, that makes a lasting difference. We aim to do this by adhering to our own organisational values of being supportive, striving for excellence and offering personalised and accessible services and these are reflected in the behaviours expected of all staff and volunteers.

Job Purpose

- Research, design, write and submit high-quality, compelling funding proposals that bring to life the critical role that Victim Support Scotland plays in supporting people affected by crime
- Play a pivotal role in securing funding to support and grow VSS services, in line with the Income Generation Strategy
- Work towards and achieve an agreed income target

Key Accountabilities

Reporting to the Head of Income Generation you will:

- Build a detailed understanding of all VSS activities and strategic objectives to identify projects and activities of interest to funders
- Take a lead role in researching and reviewing funding and bidding opportunities, identifying key requirements and communicating the requirements effectively with internal and external stakeholders
- Gather information required to produce compelling, high-quality bids from internal and external stakeholders, including through own research
- Work alongside colleagues to produce and develop service models, solutions, evidence and content that supports winning bids and proposals
- Work collaboratively with key members of the Service Delivery teams to ensure that bids and proposals can be operationalised and are positioned in line with agreed priorities
- Work with Finance colleagues to ensure that all bids and proposals are accurately costed and that the risk of activities becoming loss-making is eradicated
- Plan, write, edit and submit funding proposals and tenders, owning an opportunity through all stages from initiation to submission
- Effectively work to bid/proposal project milestones to ensure timely submission
- Undertake in-team quality control of other writers' bids and proposals to ensure that all submissions are the highest-possible quality
- Ensure that compliance with the agreed bidding process is maintained at all times
- Ensure that all grant application/bidding activity complies with best practice, the Institute of Fundraising Code of Practice and all relevant legislation
- Drive continuous improvement through analysis of feedback, taking account of market/sector knowledge and suggesting changes/improvements
- Build and strengthen relationships with existing and potential funders
- Maintain an up-to-date pipeline showing deadlines for applications, size of application(s) and expected decision dates

- Continually update the pipeline for future bids and proposals, ensuring good knowledge of market competitors
- Support the Head of Income Generation to compile and produce quarterly foresight and progress reports to the Executive Leadership Team and Board of Trustees
- Provide grant administration support for grants received from funders and help ensure that grants and donations received are recorded appropriately, ensuring comprehensive and accurate record keeping
- Provide support with monitoring, evaluating and reporting as necessary
- Ensure that all reporting requirements are met according to agreed schedules and in line with the funders' criteria, including case studies and impact reports
- Where grants have already been awarded, regularly liaise with relevant members of staff and the Finance team to ensure that all grant conditions are met, enabling effective reporting on progress
- Internally promote the work of the Income Generation Team and keep colleagues updated on activities, successes and challenges
- Assist with the preparation of the VSS Annual Report and other key reports
- Identify and implement own learning and development needs and keep abreast of sector developments
- Carry out any other tasks that may be within the scope of the post to ensure the effective delivery and development of the Income Generation Strategy and the wider work of the Directorate of Development and External Affairs

Communication skills and representation of the organisation

Internal:

- Build relationships with colleagues to develop a detailed understanding of all VSS activities, strategic objectives and funding needs
- Clearly communicate funding opportunities to internal stakeholders and explain pros and cons of pursuing the opportunity to aid informed decision-making
- Work collaboratively with key members of the Service Delivery teams to ensure that bids and proposals can be operationalised and are positioned in line with agreed priorities
- Work with Finance colleagues to ensure that all bids and proposals are accurately costed and that the risk of activities becoming loss-making is eradicated
- Internally promote the work of the Income Generation Team and keep colleagues updated on activities, successes and challenges

External:

- Build and strengthen relationships with existing and potential funders
- Keep pace with the efforts to engage with victims and people affected by crime to ensure funding proposals are aligned with their needs and preferences
- Seek opportunities to work in partnership with strategic allies, rather than in competition

KEY REQUIREMENTS – desirable (D) or essential (E)

1	Qualifications		
	University degree or equivalent professional qualification that demonstrates excellent analytical and writing skills	E	
2	Skills / Abilities		
	Good project management skills and ability to bring information from various sources into compelling written proposals	E	
	A supportive team player able to work in a fast-paced environment, and manage competing deadlines	E	
	Excellent communication skills with the ability to influence key stakeholders	E	

	Strong attention to detail and a commitment to excellence	E	
	A strategic and entrepreneurial mindset	E	
	Ability to build and maintain good relationships with colleagues and the wider community	E	
	IT literate (ideally with experience of Microsoft Office/Office365) with strong administrative and numeracy skills	E	
	Excellent written English presentation and communication skills, including the ability to write funding briefs, reports, proposals and correspondence	E	
	Strong analytical, interpretative, evaluative, and organisational skills	E	
	The ability to commit to, and work within, the aims, principles and policies of VSS	E	
3	Experience		
	A minimum of three years' experience in bid/proposal writing, preferably in the third sector	E	
	A proven track record of raising six-figure+ income on an annualised basis	E	
	Experience in collating information for reports with knowledge and understanding of an outcome-based approach to measuring and monitoring performance	E	
	Experience of working independently to drive and deliver multiple projects	E	
	Experience of Local Authority and Public Sector tendering	D	
4	Knowledge		
	Good understanding and knowledge of trusts, statutory and lottery fundraising and the third sector	E	
	Knowledge of the Criminal Justice landscape in Scotland	D	
5	Behaviours		
	You adopt a 'can-do' attitude in all the work you deliver	E	
	You are accountable for your own performance and development, and you take responsibility for your actions and decisions	E	
	You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions	E	
	You promote equality and diversity and actively work to minimise harm to others	E	
	You are flexible, self-motivated, energetic and enthusiastic with the ability to set priorities and manage multiple tasks in a timely manner under minimal supervision.	E	
	You maintain confidentiality at all times	E	
	You ensure appropriate, efficient and economical use of VSS resources.	E	
	You maximise efforts during working hours in the delivery of a high-quality service	E	
	You promote the aims, policies, and values of VSS at all times	E	