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Part-time volunteer grant and fund bid writer

The Situation

Cre8 seeks funding from a range of sources including Local Authority contracts; grants from public Trusts and Funds focused on Cre8's types of initiatives; grants from statutory authorities; grants from private Trusts and individuals; personal fund-raising; and the contribution from the two social enterprises. The Director, with support from the Trustees, identifies good opportunities for which proposals and bids need to be written. There is a substantial amount of material and information which is available to insert into any bid; this, of course, needs careful customization on every occasion.

The Job

We are seeking a part-time bid writer:

- to work on proposals, bids and applications which have already been identified as having a reasonable chance of success;
- to complete the documentation accurately and on time for review by the Director;
- to submit the documentation to the prospective funder and follow up the application, responding, as necessary to any questions;
- to report back on the results to the Director;
- to prepare and submit the reports required to feed back the achievements to the funder at the required intervals.

We expect that this would require no more than an average of fifteen hours each month throughout the year.

The Person

We are seeking a person who:

- is sympathetic with the mission and values of Cre8 Macclesfield;
- has experience of writing and presenting bids and proposals, or similar work;
- is willing to give up an average of fifteen hours each month;
- preferably lives within ten miles of Macclesfield.