

Job title: Junior Bid Writer

Location: Home-based, national travel as required

Department: Business Development Team

Hours: Part-time, 22.2 hours per week (3 days – to be negotiated)

Salary: starting at £28,315, raising to £31,073 FTE per annum (for part-time, 22.2 hours per week, starting at £16,989, raising to £18,643 per annum) + £480 homeworking allowance pro rata per annum

Contract type: Permanent contract

At Family Action we transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 200 community based services, as well as supporting thousands more through national programmes and grants.

Introduction to the role and service/project:

The Business Development Team provides a specialist support function to enable the organisation to achieve its growth objectives. We promote the strategic growth of the organisation by supporting the retention of existing work and securing new contracts via competitive tender, trusts, grants and statutory fundraising.

An introduction to the role and key responsibilities:

The Junior Bid Writer supports the writing of commercial tenders and bids, as well as trusts and grants proposals (as required), that fully articulate Family Action's offer. The post works closely with the Business Development Manager, Bid Writer and wider Business Development Team to secure additional contracts and to support the retention of existing contracts.

Person requirements (skills/experience):

- Ideally educated to degree level or equivalent professional experience and evidence of a commitment to continuing learning and professional development
- Experience of undertaking research and analysis to inform written narrative and some experience of working in health and/or social care sector would be desirable
- Ability to work collaboratively as part of a team and with a wide range of individuals in a range of roles

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.

What will we offer you?

We offer a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. All roles in Family Action are open to a discussion about possible flexible working options, subject to business needs, and all new starters will have the right to make a flexible working request from day one of employment. We have an excellent wellbeing offer and

we will invest in your professional development with on-going quality training and career development opportunities. You will join an established, supportive and high-performing department and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

Next steps:

- **To apply:** fill out the [Application](#) Form and email it to: completed.application10@family-action.org.uk
- **To learn more about Family Action:** check out our [Recruitment Pack](#)
- **To learn more about Family Action's terms & conditions:** check out the [Summary Terms & Conditions of Employment](#)
- **To help us fulfill our commitment to encouraging diversity and promoting equal opportunities:** fill out our anonymous [Equality & Diversity Monitoring Information survey](#)

Closing date: Thursday, 2 November 2023 at 9:00 AM

Interview date: W/C 6th November 2023

For direct queries with the hiring manager, please email: Victoria.Czajkowski-Dye@family-action.org.uk

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

ID: 994