

Job Role Profile

Job Title:	Creative Content Writer – Grants and Bid Writing
Department:	Funding and Marketing Department
Direct Supervisor:	Head of Business Development and Grants
Number of Direct Reports/Matrix Reports:	0
Location:	Agile Working

1	<p>Job Purpose:</p> <ul style="list-style-type: none"> • Writing compelling, concise and convincing proposals to, and managing relationships with, a range of funders, including governmental bodies, local authorities, lottery distributors, trusts and foundations, in order to maximise income for existing and new Quarriers services. • Work collaboratively with the wider Funding and Marketing Department to provide mutual support as necessary and to optimise opportunities for developing Quarriers' business through synergies between the Grants and Business Development (BD) team.
2	<p>Dimensions: i.e. budget, no of staff, areas of work etc.</p> <p>Financial:</p> <ul style="list-style-type: none"> • Direct impact on an annual grants income target (£1.3m for the current year) • Contribution to the management of a portfolio of open grants that could be valued at any one time up to £3 million • To develop and produce creative and innovative bid documents and tender responses that meet the needs and aspirations of our organisational customers and the people they engage us to support. The role will help to translate Quarriers' operational practice and procedures into proposals that promote the organisation in our identified marketplaces <p>Team:</p> <ul style="list-style-type: none"> • No line management responsibility



	<ul style="list-style-type: none"> • The Grants Team and BD teams comprises three Senior Grants Officers and 2 Senior Bid Writers. • The role of Creative Content Writer will work across both teams although the higher percentage of time will be spent within the Grants team. • The Creative Content Writer role is a member of the broader Funding and Marketing Department; collectively, department members are expected to support one another in periods of peak demand. • Members of the Grants & BD team are responsible for coordinating, facilitating and steering organisation-wide input into grant fundraising and tender writing activity; building and maintaining good relationships and processes is therefore a key aspect of this role. <p>Other</p> <ul style="list-style-type: none"> • This is an organisation-wide role, covering all of Quarriers' Adult, Health, Children & Families Services.
3	<p>Key Objectives and Accountabilities:</p> <ul style="list-style-type: none"> • Maintain an up-to-date knowledge base of relevant grant making opportunities and an understanding of the broader funding landscape, to ensure Quarriers can make optimal use of all relevant grant funding • Work closely with Operational colleagues to encourage a steady pipeline of eligible and competitive service proposals, rooted in person-centred and outcomes-driven approaches, upon which to base funding applications • A demanding role, where attention to detail is paramount, you will liaise across various business functions to develop viable and commercial delivery solutions, responsible for providing the fine details required to complete tenders and Grants to tight deadlines. • Research, identify and prepare an agreed programme of proposals to a portfolio of funding schemes to meet fundraising targets and support operational priorities – priorities that are focused on meeting the expressed needs of the people supported by Quarriers and/or extending Quarriers services into new geographical areas • Manage relationships with grant makers and funding schemes in order to maximise fundraising opportunities, and to ensure they have the information they require – both narrative and financial – to understand the progress and effectiveness of any grant they have made to Quarriers



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	<ul style="list-style-type: none"> • Conduct pre-bid research to ensure preparatory activities / meetings are supported and focussed on Quarriers’ needs and requirements • Ensure proposed budgets are eligible in terms of grant maker criteria, maximise fundraising opportunities for Quarriers, and are appropriate to commitments made in the corresponding grant application • Ensure, as far as is possible, Operational compliance with grant makers’ conditions, where required providing support to achieve this, to ensure organisational strategy can continue to be promoted through grant fundraising • Plan, write and coordinate responses to bids and tenders, ensuring that all questions are directly and fully addressed, all criteria met, and formatting/ presentation style optimised • Maintain management information systems (written and database), including records of Quarriers’ services’ funding requirements, grants received, tender processes with Local Authorities and all dealings with funding bodies.
4	<p>Key Performance Outcomes and Measures:</p> <ul style="list-style-type: none"> • Assessed as making an appropriate level of contribution to the achievement of Grant fundraising targets, enabling services and Quarriers as a whole to meet strategic goals • Fundraising standards and regulations are fully complied with • Quarriers standards are upheld • Excellent relationships are maintained with colleagues across the organisation, with Heads of Service, Operational Managers and Project Managers supported to understand and fulfil their role within the bid process, and other Quarriers support departments supported to provide input • Submissions are of an excellent professional standard, reflecting the high standards of practice employed by Quarriers’ services, and utilising fully the options available for formatting, presentation and communication • Efficiency, value for money and Return on Investment of grant fundraising are demonstrated.
5	<p>Knowledge, Skills and Experience necessary for the role:</p> <p>Essential:</p> <ul style="list-style-type: none"> • Knowledge of the Scottish trusts and grants funding landscape • Knowledge and experience of grant management, reporting and evaluation techniques



	<ul style="list-style-type: none"> • Knowledge/ experience of researching, applying to and managing relationships with trusts, statutory and/or lottery funders, Local Authorities and Government bodies relevant to Quarriers’ services • Ability to interpret and communicate terms and conditions of funding agreements, and monitor compliance • Strong verbal and written communication skills, with ability to produce documents for diverse audiences • Competent in Microsoft Word and Excel • Strong research and analytical skills • Developing and creatively writing high quality bids / tenders • Ability to develop knowledge and understanding across Quarriers’ diverse services and client groups, covering practice, policy and the needs of the people Quarriers supports • Good levels of numeracy, with ability to prepare and analyse budgets and financial reports • Good interpersonal skills, with ability to develop productive relationships with colleagues, partner organisations and funders • Ability to prioritise workload and work to deadlines • Ability to work on own initiative day-to-day • Overview of the Scottish Social Care sector • Possession of personal values which are consistent with the values of Quarriers. <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge/ experience of Raisers Edge
6	<p>Key Relationships:</p> <p>Internal (team):</p> <ul style="list-style-type: none"> • Work collaboratively with all members of the Grants & BD Team to ensure best use of available resources, and share experience and best practice, to deliver the Grants BD and organisational strategies



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- Work collaboratively with the wider Funding and Marketing Department to provide mutual support as necessary and to optimise opportunities for developing Quarriers' business through synergies between grants and tenders.

Internal (organisation):

- Work with Project Managers and Operational Managers to identify suitable funding needs and develop compelling applications and reports
- Liaise with the Finance, Human Resources and Organisational Development, and IT Departments to obtain supporting information for applications, bids and reports

External:

- Develop and maintain relationships with a broad range of funders including Scottish Government, Lottery distributors, Charitable Trusts and Corporate Foundations.
- Networking with other fundraising professionals to keep abreast of opportunities, emerging practice and sector intelligence.



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