**Bid Writer and Fundraising Coordinator (Grade F)**

**6 months fixed term**

**Organisation:** Victims First Northumbria (VFN)

**Grade and Salary:** F, £24,240 to £26,535

**Location:** Cobalt Business Exchange, Wallsend

**Contract:** Fixed Term (6 Month)

**Role**

As a Bid Writer and Fundraising Coordinator for Victims First Northumbria you will be vital in supporting the organisations aims of sustaining its service in providing support for victims of crime across Northumbria.

You will have previous experience in producing successful tender proposals and other fundraising applications where required and be able to self-manage and identify suitable fundraising initiatives.

You will work with a wide range of partner organisations and as such will need excellent communication skills with an ability and experience of making presentations and communicating with key audience groups.

The successful candidate will:

* Have excellent written and oral communication skills, in particular an ability to deliver presentations to key audience groups.
* Be able to engage with and influence a range of internal and external partners
* Demonstrate an ability to simultaneously manage and prioritise multiple workloads within set timescales
* Have experience in a fundraising/bid writing role
* Experience of meeting activity and income targets
* Experience of organising events and community fundraising
* Be comfortable using social media as a communication and engagement tool
* Be able to identify and pursue new opportunities and be self-motivated
* Be able to work flexibly, including outside normal office hours and occasional weekends

Please refer to the **Role Definition** for further information:

**Vetting:** Recruitment vetting (RV) – a period of three years residency in the UK is required to be eligible.

**Vacancy Contact**

For further information please contact

**Role Definition**

**Line Manager:**  Service Manager

**Staff Responsibilities:** Not Applicable

**Purpose:** To support the work of Victims First Northumbria by identifying and generating income from a wide range of funding sources through bid writing and coordination of fundraising activities.

**Key Responsibilities:**

1. To ensure that objectives are met in line with the Victims First Fundraising and Income Strategy specifically relating to obtaining:
* Community Fundraising
* Individual Giving
* Corporate Sponsorship
* Income bids to identified funders
1. To identify opportunities for new funding initiatives and opportunities and work with the wider team to develop them.
2. To lead and coordinate fundraising events to ensure fundraising targets are met
3. To develop and build partnership working with other local services to secure joint funding opportunities by identifying and researching potential leads and networking with similar services and organisations.
4. To carry out presentations, attend meetings and networking opportunities as appropriate to increase and maximise on fundraising opportunities.
5. To lead on the development of all best practice processes and tools relating to fundraising activities.
6. Regularly review promotion of all activities to ensure new target markets are identified and explored.
7. Assist with raising charity profile and increase public awareness through identifying opportunities for press and media coverage.

*The postholder may be required to undertake such other responsibilities as are reasonably commensurate with the grade of the post.*