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**Job Description**

**Commercial Bid Writer & Fundraiser**

**Homeworking**

TACT is a homebased workforce. We recognise the benefits that flexible home working creates for both the employer and the employee, but we also encourage staff to meet face to face for regular supervision and the social and wellbeing benefits of team working.

Where roles involve meeting with carers and children and other agencies, the expectation is that employees will live within a reasonable travelling distance to carry out those duties. As a remote working organisation, we are committed to work with our staff to enable consistent inclusion and engagement across the organisation to ensure the optimum standards of service for our carers and children.

**Overall Purpose**

The Tender and Bid Writer will take the lead in identifying, coordinating, and managing tendering opportunities, processes, and contracts for TACT. This role involves overseeing the commissioning and contractual tender portfolio, ensuring high-quality submissions, and maintaining compliance with all relevant procedures. The role will also contribute to fundraising efforts by developing and managing grant applications, securing corporate partnerships, and coordinating annual fundraising events.

Logo, company name

Description automatically generated**Core Tasks**

**Tendering**

* Lead and coordinate the preparation and submission of high-quality tender responses, ensuring compliance with deadlines and requirements.
* Collaborate with Directors of Children’s Services, the Chief Value Officer, and regional offices to ensure accurate and compliant submissions.
* Write clear, compelling, and high-quality documentation that effectively showcases TACT’s services.
* Manage external tendering systems, ensuring efficient use and full understanding of risk, framework opportunities, and compliance.
* Develop and maintain tracking systems and databases to manage tenders, contract queries, fee changes, and annual reviews.
* Act as a liaison between finance and regional teams to identify and evaluate tender opportunities.
* Negotiate favourable contract terms using a sound knowledge of industry standards.
* Analyse and report on tender results, converting data into actionable insights.

**Grants, Trusts, and Corporate Partnerships**

* Build and maintain relationships with a broad range of grant funders, ensuring strong engagement where possible.
* Research, prepare, and submit compelling funding applications to trusts, foundations, and major donors, such as The National Lottery, Henry Smith Charity, and Lloyds.
* Develop strategic corporate partnerships, identifying and securing funding and sponsorship opportunities from businesses.
* Plan for funding continuity by tracking time-sensitive grant renewals and multi-year grants.
* Apply for project costs and core funding through single-year and multi-year grants.
* Deliver persuasive presentations to potential funders, sponsors, corporate partners, and donor groups.
* Maintain a balanced funding pipeline, reducing reliance on a few large grants.
* Research and manage a steady flow of funding prospects, including corporate sponsorships.
* Ensure timely and appropriate correspondence with funders, acknowledging funding outcomes professionally.
* Maintain an up-to-date reporting schedule, working closely with project managers to compile relevant data, case studies, and outcomes for funding applications and monitoring reports.
* Prepare and submit detailed monitoring and evaluation reports, ensuring compliance with funder-specific requirements.
* Keep accurate records of all fundraising activities, applications, and associated reports.
* Submit monthly reports detailing grant successes, pipeline updates, new applications, lost funding analysis, and other relevant fundraising activities.

**Corporate Engagement**

* Build and maintain relationships with businesses to encourage sponsorships, in-kind donations, and independent fundraising initiatives.
* Develop corporate fundraising campaigns and engagement opportunities.

**General Responsibilities**

* Participate in regular team meetings, both in-person and online as required.
* Ensure all activities comply with relevant legislation, including GDPR, and adhere to TACT’s policies.
* Contribute proactively to organisational goals and maintain high professional standards.

| **PERSON SPECIFICATION** | **E (Essential)**  **D (Desirable)** |
| --- | --- |
| **Education / Qualifications**   * GCSE grade C or above in Maths and English or equivalent qualification is required. * A professional qualification in fundraising such as from the Institute of Fundraising | E  D |
| **Experience**   * Proven experience in bid and tender writing, with a strong track record of successful submissions. * Experience working within the social care, charity, or public sector. * Experience in fundraising, particularly in grant applications, corporate partnerships, and donor engagement. * Experience of contract management, procurement and negotiation. | E  D  E  D |
| **Knowledge**   * Knowledge of fundraising legislation, regulations and record keeping * An understanding of the children’s social care system. * Familiarity with trusts, foundations, corporate fundraising, and major donor funding mechanisms. * Contracting, tendering and commissioning practice and trends. * Knowledge of contract negotiations and procurement processes. | E  E  E  D  D |
| **Ability and Skills** |  |
| * Excellent communication and stakeholder management skills. * Strong research and analytical skills to identify tender and funding opportunities. * Highly organised, with the ability to track and manage multiple contracts and funding streams. * Exceptional writing skills with the ability to craft compelling and accurate documentation. * Strong project management skills, with experience managing multiple bids and deadlines.. * Ability to form ongoing relationships and communities across age groups and demographics, both within and external to the organisation * Ability to form and deliver compelling proposals * Able to negotiate with stakeholders and third-party providers * Ability to organise events and a volunteer workforce * Proficiency in using external tendering and funding management systems. * Competent using MS Office Suite including Teams, Word, Excel, PowerPoint etc | E  E  E  E  D  E  E  D  D  D  E |
| **Personal Attributes**   * Willingness to work flexibly, autonomously and as part of a remote based team * Having a commitment to equality, anti-racism and inclusion * Be innovative and enthusiastic * Willingness to problem solve and bring solutions when problems are identified * Drive and enthusiasm to carry out fundraising projects to conclusion * Organised and able to meet timescales | E  E  E  E  E  E |
| **Other** |  |
| * Willingness to travel to face-to-face events as and when needed throughout the UK * Flexible working to meet time demands of tender responses. | E  E |