



<b>JOB DESCRIPTION</b>			
<b>Job Title:</b>	Bid Writer and Procurement Officer		
<b>Hours of work:</b>	35 hours per week: Monday – Friday 9am – 5pm	<b>Salary Range:</b>	£18,000 - £23,000
<b>Location:</b>	Turf Moor, Burnley, BB10 4BX	<b>Reporting to:</b>	Head of Finance
<b>HR Contact:</b>	Ann-Marie Bradley	<b>Contractual Status:</b>	Permanent
<b>Posting Expires:</b>	Thursday 19 <sup>th</sup> September 2019 @ 5pm	<b>Date posted:</b>	Tuesday 3 <sup>rd</sup> September 2019
<b>Applications Accepted By:</b>			
<p>Please apply by downloading and completing the job application form which can be found on Burnley FC in the Community website – Careers and Opportunities <a href="https://www.burnleyfccommunity.org/careers/">https://www.burnleyfccommunity.org/careers/</a></p> <p>Burnley FC in the Community no longer accept CVs.</p> <p><b>Attention:</b> Ann-Marie Bradley – HR Manager</p>			
<b>Job Description</b>			
<b><u>Role and Responsibilities</u></b>			
<b>Bid Writing and Grant Administration</b>			
<ul style="list-style-type: none"> <li>• Develop the charity’s portfolio of grant funders and work across the entire organisation to support all areas of the charity’s work.</li> <li>• Develop and embed a process for Senior Management Team (SMT) members to request utilisation of the bid writing resource. This includes the coordination and development of grant funding applications in line with the charity’s community strategic plan.</li> <li>• Work with the Head of Finance to effectively prioritise potential grant applications before commencement of preparing/writing a funding application.</li> <li>• Ensure that all requirements of a potential funder are fully considered before commencement of preparing/writing a funding application.</li> <li>• Identify, prepare and submit well written funding applications, grant applications and tenders.</li> <li>• Ensure that completed applications are reviewed and attested by the appropriate individuals which may include the Board of Trustees (if appropriate), Chief Executive Officer and SMT members.</li> <li>• Monitor and evaluate outcomes of programmes and initiatives for which we have received grant funding, and report back to the funders in accordance with their requirements and in accordance with the charity’s Financial Control Policy.</li> <li>• Engage in networking, research and analysis to collect information for potential funding opportunities to contribute to the charity’s ability to make strategic and informed decisions regarding new and existing ventures.</li> <li>• Own, maintain, update and develop the charity’s grants inventory which include reporting on status of current, previous and potential/future funding applications.</li> <li>• Prepare a succinct summary of the grants inventory monthly for the Chief Executive Officer and for the charity’s quarterly Trustees meeting.</li> <li>• Research the potential for other appropriate software and make recommendations to the Head of Finance and Chief Executive Officer for finding and identifying grants.</li> </ul>			
<b>Procurement</b>			
<ul style="list-style-type: none"> <li>• Own, maintain and update the charity’s ‘Preferred Supplier Inventory’.</li> <li>• Work with the facilities managers on pricing and utilising the most efficient and cost-effective suppliers for facility operational costs.</li> <li>• Develop and embed a procurement strategy which links to the charity’s Financial Control Policy.</li> <li>• Co-deliver with the other members of the Finance Team, the quarterly Procurement and Payments session to new and existing staff members.</li> </ul>			



- Work with the Business Development Executive to link appropriate preferred suppliers to the Friends of Burnley FC in the Community and Patrons initiatives.

#### **General**

- Attend a monthly session with the Head of Finance and Chief Executive Officer, reporting on the status of funding applications and reporting on progress of procurement strategy.
- Engage in networking, research and analysis to collect information for potential funding opportunities to contribute to the charity's ability to make strategic and informed decisions regarding new and existing ventures.
- Research activities relevant to the charity through engaging with internal and external stakeholders.
- To be able to work flexible hours as and when the role of the job requires.
- To be able to work some matchday hours over the course of a football season.
- To work towards agreed Key Performance Indicators (KPIs).
- Comply with all Charity policies.
- Undertake any other duties as appropriate for this role.

#### **Qualifications and Education Requirements**

##### **Essential:**

- 3 x A Levels or equivalent.
- A full, valid UK driving license and access to a suitable vehicle or alternative means.

##### **Desirable:**

- Educated to degree level or equivalent.

#### **Preferred Skills**

##### **Essential:**

- Ability to write well-pitched, concise and clear funding applications which capture the essence of organisational proposal.
- Excellent communication skills, both written and verbal.
- Excellent IT skills including intermediate abilities in all MS Office programmes.
- High attention to detail.
- Track record of sourcing and securing funding.
- Experience of writing end of grant monitoring and evaluation reports.
- Experience of working under pressure to tight deadlines.
- Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure.

##### **Desirable:**

- Experience of using grant finding software.



<b>PERSON SPECIFICATION – BID WRITER AND PROCUREMENT OFFICER</b>		
CRITERIA	ESSENTIAL	DESIRABLE
1. QUALIFICATIONS	<ul style="list-style-type: none"> <li>• 3 x A Levels or equivalent.</li> <li>• A full, valid UK driving license and access to a suitable vehicle or alternative means.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent.</li> </ul>
2. EXPERIENCE & SKILLS	<ul style="list-style-type: none"> <li>• Ability to write well-pitched, concise and clear funding applications which capture the essence of organisational proposal.</li> <li>• Excellent communication skills, both written and verbal.</li> <li>• Ability to work independently and collaboratively as a member of a team.</li> <li>• Excellent IT skills including intermediate abilities in all MS Office programmes.</li> <li>• Time management skills to be able to plan and regulate workload including the ability to prioritise demands and thrive under pressure.</li> <li>• A track record of sourcing and securing funding.</li> <li>• Experience of writing end of grant monitoring and evaluation reports.</li> <li>• Experience of working under pressure and to deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using grant finding software.</li> <li>• Bid writing experience.</li> <li>• Experience of developing and improving processes through continuous improvement.</li> </ul>
3. PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• Highly motivated and conscientious with a determination to succeed.</li> <li>• Knowledge of charities.</li> <li>• Willingness to undertake an enhanced DBS check.</li> <li>• A commitment to the aims, vision and values of Burnley FC in the Community.</li> <li>• Good judgement and knowing when to seek advice or support.</li> <li>• A positive, “can do” attitude.</li> <li>• Enthusiasm, energy and resilience.</li> <li>• Flexible, helpful and responsive.</li> <li>• High attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• A passion for the community and making a difference.</li> <li>• A positive attitude towards professional development and their own learning.</li> </ul>