

Basingstoke Mencap

Role Description for Volunteers

Opportunity Title: Bid Writer

Objectives of the Role:

Research potential grant funders, write and submit detailed applications for funds to support the charity and identify other revenue opportunities

Outline of Tasks and Activities Undertaken:

- Research grant-making trusts and other funders as a potential source of money working with the consultant (PR)
- Develop a schedule for working on a bid up to completion and submission within deadline
- Collaborate in the team to build a bid through identifying activities and outcomes supported by case studies
- Write bids and proof read content before submission
- Communicate with the Office Manager and Treasurer in a timely manner to obtain bank statements and budgets that are required for bid submission
- Visit projects which are the subject of bids or engage with managers to gain a feel for the projects and how they are directly providing a service for people who have learning disabilities
- Gain an understanding of the barriers facing people who have learning disabilities to participating in everyday life
- Use Microsoft Office to communicate within the organisation, write bids and download or obtain textual or photo content for bids

Targets or Measurements of Performance

- You will receive regular verbal feedback
- We will acknowledge your achievements, performance and commitment as a volunteer

Skills and Attributes Required:

- Good standard of English
- Organised and with attention to detail
- Confident communicator
- Competent in MS Office and online
- Interest in the wellbeing and quality of life of people who have learning disabilities
- Determined and creative
- Able to understand outcome based evaluation of projects and writing of bids to fit
- Understanding of full-cost recovery

Days and Hours

- Days and times to be agreed with the Charity Manager. We are happy to accept individuals who can commit to work on a rota basis but prefer individuals who could commit to most weeks if possible (notwithstanding holiday commitments etc)

Expenses

- This is not a paid role, and you are not employed by the Charity. You may be reimbursed for any out-of-pocket expenses, including mileage with the prior agreement of the Charity Manager occurring as a direct result of your volunteering role, on the production of a receipt in accordance with the Basingstoke Mencap's Volunteering Policy.

We would ask you to:

- Adhere to our policies and procedures and ensure that you behave in a way that will promote the charity in a positive manner
- Commit to a particular task, event or series of events when asked
- Perform your agreed duties to the best of your ability
- Treat staff, other volunteers and service users with respect
- Help the organisation to work towards its aims and objectives
- Respect confidentiality
- Try to provide us with sufficient notice should you wish to stop or no longer be able to volunteer for the organisation
- Provide feedback to the Charity Manager to enable us to improve the volunteering experience where possible.
- Raise any concerns you may have to the Charity Manager

A copy of the Basingstoke Mencap Volunteering Policy will be provided to you. Please acquaint yourself with this