

RECRUITMENT PACK:

Bid Writer & Content Creator



COMPASSION ★ HONESTY ★ INTEGRITY ★ EXCELLENCE

 www.oiam.org

Bid Writer & Content Creator

JOB DETAILS:

Salary:	£13,200 3 days a week (22.5 hours) plus progression plan. Pension, sick pay, 15 days holiday entitlement plus bank holidays (FTE 25 days plus 8 bank holidays)
Contract:	Permanent
Experience:	2 years working within the charitable sector or marketing or equivalent
Start date:	As soon as possible
Reporting to:	Community Executive/ SLT
Location:	Flexible working* arrangements as agreed by SLT (*Charity Offices on Wednesday's)

- Do you relish the opportunity to make a difference to the lives of children and young people in Bradford?
- Do you want to work in a charity where children come first?
- Do you want an employer who values their staff?
- Do you want to work in a values-led culture and environment?
- Do you want to be part of a growing and thriving charity?
- Do you always put children and young people first?

If you answered **"YES"**, then this could be the opportunity for **YOU**.

WHO ARE WE?

One In A Million is a Bradford based charity that engages with children and young people, through Sports, the Arts and Enterprise. Our city has one of the fastest-growing youth populations in the country with many of our children living in areas of high deprivation. Many of the wards we work within in Bradford are amongst the top 1% of the most disadvantaged communities in the country. Our 'Hub and Spoke' model enables us to use formal and informal education as a delivery mechanism to break the cycles of deprivation over their young lives, valuing and celebrating their uniqueness, and letting them know they are 'one in a million'.

One In A Million was established in 2005. Our first community activity took place on 6th May 2006. One In A Million's charitable objectives are implemented through our three main departments: Community, Corporate Events and Sponsorship, and OIAM Free School.

ROLE SUMMARY:

To research, develop and write funding bids through to the overall bid submission and the outcome process, (which includes reports and communications back to funders/trusts/stakeholders/donors), to support both the organisation's growth and sustainability aspirations.

To collate content, data, case studies, including writing new and refining existing copy to support the communication needs of the charity.

Copywriting brand awareness campaigns across multiple channels including (but not exclusive to) email, social media, website landing pages, newsletters, and donor relations.

Ensure copy content clearly conveys key intended messages and themes, and that they are easily understandable, readable, consistent, and compelling.

Work collaboratively and effectively with colleagues, internally and externally, whilst taking personal responsibility to maintain and enhance controls you are responsible for to support improvement of the OIAM strategy and development plan.

WHAT WE OFFER:

- A chance to change the lives of young people from deprived socio-economic backgrounds.
- We place children and young people at the centre of everything we do.
- We genuinely value our staff and fully support their development and wellbeing. We offer a wide range of CPD opportunities and really encourage staff in their personal growth and professional development.
- Other: organisation events; company pension; on-site parking; sick pay; paid holidays; flexible work arrangements to be agreed by SLT upon appointment.

WHAT YOU WILL OFFER:

- Please find details enclosed within the job description and person specification. Please draw reference to this in your application form.

TO APPLY FOR THIS ROLE, PLEASE NOTE THAT WE WILL REQUIRE THE FOLLOWING:

The first step in your journey is for you to request an **application pack and form**. Email emma.bass@oneinamillion.org.uk. Include:

- A completed One In A Million application form and included two details of your most recent referees. Return to this same email address above.
- A covering letter detailing why you think you're a good fit for this role

- An up-to-date CV

To find out more details about who we are visit www.oiam.org

Safeguarding:

One In A Million is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

JOB DESCRIPTION:

JOB TITLE:	Bid Writer & Content Creator
JOB LOCATION:	One In A Million Offices at Bradford City AFC, Keighley and other various locations in the Bradford district.
REPORTS TO:	Community Executive
PEOPLE RESPONSIBILITY:	None in phase 1 and 2. However, this role requires collaboration with different departments as determined by the SLT
BUDGET RESPONSIBILITY:	None

ONE IN A MILLION VISION & VALUES

Our overall aim is to make a difference to young people by cultivating self-esteem, respect, aspiration and resilience. Our ethos is rooted in our charity name, where every young person is recognised and valued as 'one in a million'.

Our vision is child centric placing children and young people at the *heart of all that we do*. Our passion is to break the cycles of deprivation over their young lives, valuing and celebrating their uniqueness.

Our mission is to engage, enrich and enhance the life chances of all children and young who attend One In A Million through Sports, the Arts and Enterprise programmes and activities, which is underpinned by the methodology in our Theory of Change.

Our core values are compassion, honesty, integrity and excellence. They are the central foundation to all we do. They are the DNA that runs throughout our organisation shaping our culture and ethos. We believe that every child is unique and valued.

For employees:

- We look for people who share our values and add to our culture. These shape the decisions we make and everything that we do.
- We are resilient, adaptive, and responsive.

We try to create a calm, safe and inspiring culture in-house and in our communities:

- As a values-centre charity believe that to lead is to serve.
- We enhance wellbeing whilst offering challenge and inspiration.
- We are welcoming, inclusive, and non-judgemental.

- We are supportive and helpful in developing and building people to become the best they can be within a safe and encouraging culture.
- We really believe in what we do and try to demonstrate it through our actions. We are like a family where values live. We do our best to look after our own wellbeing whilst helping others to look after theirs.

ROLE SUMMARY:

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To collate content, data, case studies, including writing new and refining existing copy to support the communication needs of the charity.

Copywriting brand awareness campaigns across multiple channels including (but not exclusive to) email, social media, website landing pages, newsletters, and donor relations.

Ensure copy content clearly conveys key intended messages and themes, and that they are easily understandable, readable, consistent, and compelling.

Work collaboratively and effectively with colleagues, internally and externally, whilst taking personal responsibility to maintain and enhance controls you are responsible for to support improvement of the OIAM strategy and development plan.

KEY RESPONSIBILITIES:

Your key responsibilities and duties are:

Funding bid writing:

- Be capable of building excellent working relationships with a wide and diverse portfolio of stakeholders; this will include OIAM staff and volunteers, consultants, media groups, trust funders, corporate partners, supporters, donors, children and young people.
- Develop a strong understanding of the world of grants, trusts and fundraising, and take full oversight of OIAM's trust-fund and donor management system.
- Research new funders and opportunities to help us grow our impact
- Bid management of both existing and new grant awards.
- Bid writing, from the latest market research and data, to application and content, through to final reporting and subsequent update reporting to funders.
- Be up-to-date with regards to every locality within which we work and its Community Activators, volunteers, the cohort of children and young people in the programme.

- Research local demographics, local challenges, indices of deprivation, good-news stories and outcomes. This information should be recorded within the Management Information System.
- Write and document (timeline) case studies on individuals, activities, community hubs and the entire OIAM programme.
- Contributing to our on-going funding plan.

Creative copy and content management:

- Write clear, succinct, easy-to-read, and compelling funding requests, applications, and reports that faithfully represent the culture, ethos, impact and outcomes of OIAM.
- Excellent communication skills (inc. literacy and oracy).
- Support the development of a new case-story management system to record, implement and celebrate achievements of the children and young people.
- Visit our community hubs, projects and activities in person so you can bottle what happens in our work and share the message with funders.
- Write content, refining existing copy, and communications that can be used across multiple channels including (but not exclusive to) email, social media (daily), website landing pages, newsletters (quarterly), and donor relations.
- Support and evidence in-depth knowledge of the charity and its programmes, its children and young people, and outcomes.
- Develop proficiency in the Management Information System including how it works and the full range of reports it can generate to support meaningful content. Such knowledge should be used to support and inform other users (such as Community Activators).

Attention to detail:

- Strong numeracy and creative writing skills across both numbers and words is key.
- Having good IT skills is essential. Including experience and knowledge of Microsoft Word, Excel, Google apps (e.g. Docs, Drive) and cloud-based management information systems.
- Strong administrative skills including filing and archiving using cloud based systems.
- Have strong research and analytic skills.
- Efficient and effective in time management and meeting deadlines.
- Have a continuous appetite for personal development.
- You are passionate about our vision and the expression of our values.
- Are not afraid to have fun (occasionally!)

ROLE PROGRESSION:

Over a period of six months the successful candidate will engage in a fundraiser-training programme delivered by our funding partners.

Upon successfully completing the training you have competency in every key element of fundraising (Phase 1 below) along with being registered with the Chartered Institute of Fundraising.

This initial programme will include a week's intensive training followed by a further fifteen-weeks on-the-job support. This will consist of one hour a week dedicated mentoring.

Whilst we hope to retain a level of external fundraising support, it is our desire that the candidate will progress to management level (phase 3) in this post. This progression has been broken down into the following three phases:

Summary of each phase*:

Phase 1	Trainee with oversight: small, medium, large bids (approx. 12months)	£13,200
Phase 2	Officer: small, medium, large sized bids with oversight	Discussed at interview
Phase 3	Team Lead: larger bids, qualified, and management duties	Discussed at interview

Remuneration may be reviewed favorably upon milestones, KPIs and qualifications being achieved as determined by the SLT.

* You will collect credits for each bid/ campaign, bid size and outcome, and assessment completion milestones. At the end of each phase you will be required to collate a professional portfolio, complete an exam/presentation, and be assessed by a professional assessor.

Size of bids definition:

- Small up to £4,999
- Medium £5k - £19,999k
- Large £20k+

Phase 1 Minimum Requirement	<ul style="list-style-type: none"> • Successfully complete Chell Perkins Ltd training programme. You will then be placed on a suitable accreditation programme to develop further competencies. • To work well with staff, children and young people, our funders and funding partners. • Develop and take full oversight of OIAM's trust-fund and donor management system. • Develop complete proficiency in our Management Information System and its reporting capabilities. • Develop a sound and intuitive understanding of our Theory of Change and our monitoring and evaluation system. • Write applications and requests to trust funders and donors that demonstrate a clear understanding of our work, our localities, our children and young people, our outcomes, and the requirements of the funder. • Take full responsibility for trust fund applications and reporting to small and medium size trust funders, with oversight and support from designated portfolio holder. • Provide input into the communication and report writing needs of the charity. • Meet fundraising targets in relation to small and medium size charitable trust funders (<i>as stated above in the bids definition</i>).
Phase 2 Minimum Requirement	<ul style="list-style-type: none"> • Work in collaboration with Community Activators, and other staff, to generate to meaningful content from the management information system for reporting across multiple channels. • Use the data in our management information system to write a range of case-studies and reports; these would relate to children and young people, specific activities (such as Kidz Club, Youth Voice, World of Work), volunteers, and the programme as a whole (safeguarding compliant) • Be conversant in our monitoring and evaluation system (how we capture and represent our findings to stakeholders) • Start producing funding applications to large charitable trusts (<i>as stated above in the bids definition</i>) with oversight • Generate funding ideas suitable for small, medium, and large grant making trusts. This will include providing insight into what outcomes need to be measured and the associated data recording requirements. • To have some level of involvement in our other fundraising activities: regular giving programme, corporate sponsors, big givers, campaigns, appeals, donor relations, events etc. • Experience of working independently to drive and deliver multiple projects. • To meet fundraising targets in relation to our trust fund portfolio.

Phase 3	<ul style="list-style-type: none"> • Complete a formal qualification with, for example, a certified fundraising executive qualification or equivalent. • To take full (or strong) ownership of every element contained in Phase 1 and 2 (apart from monitoring and evaluation and corporate sponsors) • To take full ownership and oversight for the overall creation of bids, proposals, submission and progress reporting/communications: <ul style="list-style-type: none"> ○ Excellent understanding and knowledge of trusts, statutory and fundraising and the voluntary sector. ○ Experience of writing successful funding submissions worth £100,000+ ○ Demonstrable personal experience of successfully raising income/funding from a variety of different sources via proposal writing. • Providing input to the strategic planning of the Grants and Trusts income stream. • To manage OIAM's trust funding portfolio and meet our trust funding income targets. • A proven track record of researching and writing detailed proposals to obtain funding from various sources including Trusts, Foundations and Institutions. • Vast experience in collating monitoring information for reports on grants from a range of funders. • Come up with ideas for new funding opportunities that will be relevant to small, medium and large scale funding sources. • To oversee and manage other staff • To help meet the fundraising targets of the charity in relation to other income streams • To take a strong and leading role in charity communications.
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GENERAL RESPONSIBILITIES:

In addition to the specific responsibilities detailed above, the following general responsibilities apply:

- Comply with all OIAM policies and procedures ensuring commitment to the mission and values.
- Assist in the development of excellent working relationships throughout.
- Foster good relationships with external organisations that provide goods and services.
- Take responsibility for Health and Safety of yourself and that of others.
- Ensure that all personal information that you have responsibility for, regardless of format, is held, maintained and used in accordance with Data Protection regulations (GDPR).

- Comply with the OIAM requirements for, and commitment to, the Safeguarding of children and young people.
- Commit to ensuring your own personal development.
- Comply with all contractual, legal and reasonable requirements of any venue being used by OIAM for its activities.
- Proactively promote and uphold OIAM acting as an Ambassador.
- Behave in a professional manner (both in and out of OIAM) ensuring that One In A Million is not brought into disrepute.
- Working with all children, young people and adults without prejudice to establish and implement effective strategies for equality.
- Carry out any other reasonable duties associated with the post as instructed by the Chief Executive or delegated person.

ELIGIBILITY:

All vacancies are based in the UK. It is unlawful to employ a person who does not have permission to live and work in the UK and we will therefore only consider applications from candidates who are eligible to work in the EU.

SAFEGUARDING:

One In A Million is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow safer recruitment practices. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and appointment is therefore subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service.

- In common with all employees this role includes responsibility for promoting and ensuring the safeguarding and welfare of children and young persons with whom you come into contact with.
- Adherence to the OIAM Child Protection Policy Statement is required at all times.
- If you become aware of any actual or potential risks to the safety or welfare of children or young people this must be reported to OIAM's Designated Safeguarding Lead or deputy.

I have read and understood the content of this Job Description and agree to meet its requirements to the best of my ability. I accept that the requirements will form the basis for any review of my role and performance. Should I wish to discuss possible amendments to its contents then I will arrange to discuss this with my line manager. I understand that OIAM reserves the right to make amendments to my job description.

Signature

Print Name Date:

PERSON SPECIFICATION

ATTITUDES

Aspect	Assessed by Application (A) Interview (I)	Essential / Desirable
An understanding of and commitment to the vision and mission of One In A Million	A & I	E
Able to demonstrate how the values of compassion, honesty, integrity and excellence have been expressed in your life and work	A & I	E
Has an attention for detail and is committed to excellence	A & I	E
Treats everyone with respect and dignity and shows commitment to the implementation of inclusion, equality and diversity	A & I	E
Is able to plan and prioritise their workload effectively and meet strict (and occasionally tight deadlines) efficiently including whilst working independently	A & I	E
Ability to manage change, showing flexibility, adaptability and resilience	A & I	E
A team player able to motivate others	A & I	E
Committed to collaborative working, learning and partnerships	A & I	E
Committed to individualised and personalised learning with an inspiring, enthusiastic approach that engenders a desire for learning	A & I	E
Has understanding of the holistic development of children and young people – specifically their character development	A & I	E
Has a continuous appetite for Professional Development	A & I	E
Management level desire and capabilities	A & I	E
Embraces the understanding that safeguarding is everyone's responsibility	A & I	E

SKILLS & EXPERIENCE

Aspect	Assessed by	Essential / Desirable
2-years experience of working within the charitable sector, or marketing, or other relevant experience	A & I	E

Experience of working with children within 5-19 age range	A & I	D
Excellent English writing skills (and numeracy) evidential at GCSE, A-level with at least a pass grade and above. (A-Bs, 6-9s, will be viewed favourably).	A & I	E
Well-developed interpersonal and communication skills (including written, oral and presentation skills)	A & I	E
Demonstrable experience of writing new and re-writing existing copy, and proof reading skills.		
Strong administrative skills including organised systems and methods of recording, filing and archiving information both digitally and paper	A & I	E
Demonstrable good IT skills including knowledge of Microsoft Word, Excel, Google Apps (ie. Docs, Calendar, Drive), and any other cloud-based management information systems	A & I	D
Experience of fundraising, marketing and/or events	A & I	D
Excellent research and analytical skills.	A & I	E
Ability to make sound decisions, identify and solve problems and seize opportunities	A & I	E
Able to build strong relationships with key people in relevant organisations	A & I	E
A UK drivers license	A & I	D

KNOWLEDGE

Aspect	Assessed by	Essential / Desirable
Excellent use of the English language	A & I	E
The charitable sector in relation to young people, disadvantage and social welfare	A & I	D
The charitable sector in relation to communications	A & I	D
The charitable sector in relation to fundraising and capital campaigns	A & I	D
The charitable sector in relation to Christian ministry and churches	A & I	D