



RECRUITMENT PACK

Bid writer and CPD Income Generation Lead.

Application deadline:

14th February 2025 5pm

Empowering Minority Communities

Promoting Social Responsibility

Tackling Health Inequalities

Enabling Systems Thinking



COMMUNITY SPORTS PROJECT OF THE YEAR 2024

Sporting Equals AWARDS 2023

**STRATEGIC PRIORITIES
2024 -2028**

Date:

Application deadline: 14th February 2025 5pm

Dear Applicant,

Thank you for your interest in wanting to apply for the post of **Bid writer and CPD Income Generation Lead** role working with Team Flowhession! You would be joining us at a very exciting time on our journey. The Foundation has established itself as a key delivery partner with many local authorities and the VCFSE sector across the Greater Manchester system. Our offer arches across the delivery of quality community cohesion projects, innovative research, quality training and tailored consultancy. We are extremely passionate about building community cohesion and ensuring our communities are best placed to build, belong, value and aspire!

In line with our strong vision for sustainability, we have set ourselves the ambitious target of self-generating 50% of our income in order to maintain the long-term stability and quality of our work.

The **Bid writer and CPD Income Generation Lead** is a key part of this vision. You will have a strong track record and experience of bid and grants application writing with successful outcomes. You will work closely with our CEO and our portfolio managers who work in specific wards in Bolton, Oldham, Trafford, Tameside, Salford, North Manchester, East Lancashire to identify, apply for grants and funds to sustain and grow their programmes of work. You will review our current training and CPD packages, looking at ways of making them more appealing to paying audiences. A great communicator and influencer, you will engage with key decision makers across local authorities, agencies and the third sector to communicate our CPD/ training and development products for them to attend or have delivered to them. Therefore, strong negotiation skills and experience of developing long-term professional relationships are key qualities we seek in for the successful candidate.

What we offer:

- Dedicated training, support and monthly supervision in-line with your role.
- Annual leave and generous holiday package.
- A comprehensive onboarding, induction and training programme.
- A warm and friendly working environment where you can learn and grow.
- Opportunities for learning, development and growth with one of the fastest growing third sector organisations in the Northwest.

Further questions:

If you want to have a discussion about this role on the phone or would prefer to pop in to see us, you are more than welcome. Kindly contact our business manager Julie on 01204275106 or 07878984509.

If you wish to apply

In the first instance send your CV and a covering letter of maximum three sides outlining how you meet the job and person specification our HR and Procurement Manager. In the title of your email write *'Bid writer and CPD Income Generation Lead application'*.

Sending your application:

Send your CV and maximum three side covering letter that meet the job and person specification to: procurement@flowhessionfoundation.org.uk

Yours faithfully

julie

Julie Warren-Taylor
Business Manager
The Flowhession Foundation
www.flowhessionfoundation.org.uk

Job Description

Job Title	Bid Writer and CPD Income Generation Lead.
Salary / Scale	Band (C) scale (22) £35,040 pro-rata 30 hours per week actual £25,876.00 <i>Work laptop and mobile phone provided, hybrid working arrangements will be considered with a minimum of 4 days per calendar month worked in the office. Free onsite parking.</i>
Location:	The Flowhession Foundation, All souls, Astley Street, Bolton, BL18EY
Responsible to	CEO
Contract type:	Permanent subject to 6 months successful probationary period
Job Purpose	Working closely with the Chief Executive Officer and Senior Leadership Team the post holder will agree the development of a diverse rolling plan for income generation from grants and our own CPD packages. This will entail successful bid, tender and grant application submissions, promoting our own training and CPD packages to the statutory and third sector.

DUTIES AND RESPONSIBILITIES:

Grants Pipeline

1. Lead the management, development, and maintenance of the grant-making pipeline in consultation with the CEO and Senior Leadership Team. This means to identify opportunities for funding from charitable trusts, public sector bodies and other non-statutory funders and submit regular bids to these bodies as part of a rolling programme.
2. Research thoroughly the criteria of grant making trusts to ensure that high quality bids are produced, and which stand the highest chance of success.
3. Research, prepare and submit, effective, high quality funding applications, bids, tenders and proposals agreed with the CEO, and management colleagues as appropriate.
4. Assist the business manager in the completion of monitoring and report requirements, thanking funders and developing strong donor relations and effective stewardship
5. Attend local, regional national forums, events to build strong relationships with potential funders and charitable organisations and follow up any leads.

Training and cpd pipeline

1. Lead the management, development, and maintenance of our training/cpd packages in consultation with the CEO and Senior Leadership Team. This means identifying opportunities to advertise our CPD/Training packages the statutory and third sector and working with our in-house team to organise the logistics of the delivery. *Note you will **NOT** be required to deliver any CPD/Training packages.*
2. Engage professionally with local authorities, other public sector agencies i.e., *police, housing, education, welfare* across locally and regionally to promote our quality training and development packages.
3. To be able to identify training/ development needs of agencies and be able to offer them products from our suite of training suite to have those needs met.
4. To understand who the key decision makers/ budget holders are for training and development within agencies, build long-term professional relationships with them so they can buy-in to our training and CPD packages.
5. Attend relevant regional/national forums, meetings, networking events to promote our training and development products.
6. To create a monthly newsletter featuring our training and development products and to send to established and new contacts across agencies.
7. Be the first point of contact for training, development queries, therefore being open to learning about the training products we offer.
8. To work with our business manager and internal helpdesk and training facilitators/associates to ensure that any material, catering requirements actioned, feedback forms, certificates etc for workshops and training are properly collated and that training and cpd sessions are run smoothly.
9. Contribute to the recording, monitoring and evaluation of the short-, medium- and long-term effectiveness of our training and development products.
10. To attend the full monthly staff meeting with the Executive Director updating them on progress, advising on new areas of training and development that could benefit the Foundation.
11. With support from the business manager manage, refresh, pool of trainers to deliver training with the support of CEO and business manager.

Collaboration.

11. Work closely with the CEO, Directorate and Portfolio managers on income generation sources and ideas.
12. Work with partners, funders and statutory bodies to promote and develop the work of Flowhesion Foundation.

Other.

19. To work within the policies, procedures and quality frameworks adopted by Flowhesion Foundation with particular attention to equal opportunities, data protection/confidentiality, safeguarding and health and safety requirements.

20. To undertake relevant training as required by the organisation and agreed with your line manager.

21. To be an Ambassador for the Charity, positively promoting the organisation and its services at all times.

22. To undertake other such responsibilities and duties as may be reasonably required by your line manager within the level and grading of the post and to work flexibly as required.

The Flowhession Foundation reserves the right to review this job description from time to time to best suit the changing nature of the role in line with service needs. Any changes to this document will be made by mutual agreement.

PERSON SPECIFICATION

Requirements: Essential/Desirable: How Assessed:

	Requirements	Essential/Desirable	How assessed:
Education/Qualification	Degree level or Masters level qualification equivalent	D	Certificates Documentation Application Interview
	A proven creative and commercial approach to income generation backed with a strong track record of successful bid writing and successful applications.	E	Application/ Interview Discussion of track record of successful bid writing and examples of income-generated, grants received for an organisation of similar or larger size than Flowhession. Prepared to discuss the specifics of amounts received and from which organisation at interview. Track record bids applied for/monies brought in. Short written test References
	An in-depth current knowledge of income generation and significant experience of using online tendering	E	Application/interview

	portals.		
	Significant experience bid writing, successful tender submission which has involved engagement with a range of statutory and third sector stakeholders	D	Application/ Interview
	Evidence of a range of creative approaches to income generation, extending beyond traditional routes.	E	Application/interview
	Proven ability to establish and lead a joined up collaborative approach to income generation	D	Application/interview
	Proven ability to manage, paid staff and achieve great performance.	E	Application/interview
Skills and abilities	Excellent IT skills, Including digital and social media.	E	Application/ interview
	Ability to work to deadlines and under own initiatives	E	Application/interview
	Experience in designing presentations	E	Application/interview

	Experience in designing and delivery of presentations to funders and agencies	D	Application/interview Simulation at interview
	Knowledge of the Greater Manchester funding and grants landscape.	D	Application/interview
Other	Ability to organise self and assist others to be organised	E	Application/interview
	Ability to work well under pressure and to tight deadlines	E	Application/interview
	Full Clean UK driving licence Or able to use public transport	E	