

The Active Wellbeing Society (TAWS)

Job Title:	Bid Coordinator
Salary:	£25,000 - £30,000
Responsible to:	Fundraising and Strategy Manager
Location:	Custard Factory
Hours of Work:	36.5 hours per week. Flexible working will be required

Overview

The Active Wellbeing Society (TAWS) is an independent community benefit society which works with some of the poorest communities in Birmingham to improve people's health and wellbeing through physical activity.

Its mission is to:

Use physical activity, guided by innovation, collaboration and insight, to do the collaborating and development required to create stronger and more resilient communities

The Active Wellbeing Society is a Community Benefit Society, which means that it is controlled by its membership (users, communities, partners and stakeholders) and cannot use surpluses to anything other than community benefit. All assets are "locked" for the benefit of the communities that TAWS serves. It has charitable purposes and is treated as a charity by HMRC.

The Society was developed out of the successful Wellbeing Service set up by Birmingham City Council in June 2015, it is a public service mutual. It has a track record of innovation, collaboration, citizen engagement and successful delivery, within the Council, and by going independent in 2018, TAWS was able to build on this foundation and unlock new sources of funding to support its further growth and development.

Main responsibilities of the role

1. Research identified bid opportunities, understanding what has been previously funded to identify gaps and approaches to maximise likelihood of funding success
2. Identify new funding opportunities that are inline with TAWS values and mission
3. Assess what bid information is required, coordinate the response material from all parties involved (including sub-contractors and joint partners)
4. Ensure that the completed submission puts forward the best possible response in terms of completeness, appropriateness and that it demonstrates the best added value outcomes to the purchaser.
5. Ensure that deadlines are met and that submissions are managed in a timely way
6. Maintain an audit trail to enable almost real time monitoring of all fundraising activities and submissions
7. Identifying and engaging partners for joint bids, being creative and innovative when selecting potential partner organisations
8. Ensuring outcomes relating to fundraising agreements are being adhered to throughout delivery process
9. Coordinating and at times leading sometimes complex project delivery consortium meetings
10. Playing an integral role in fundraising development sessions to help shape innovative funding ideas and approaches
11. Leads on completing selected tender opportunity applications where appropriate
12. Provide regular fundraising reports for SMT and The Active Wellbeing Society Board
13. Work to embed the organisational culture required to implement the mission, aim and values of the society

14. Working with other staff from across the organisation to develop skills on the frontline around bid writing and bid development
15. Carry out all other duties as maybe reasonably assigned from time to time and with the level of this Job Description.

Experience and Knowledge

1. Track record of working autonomously and collaboratively in a dynamic, fast paced and challenging environment
2. Experience of carrying out research based tasks
3. Strong written and communication skills, ability to write, review and edit copy
4. Ability to plan, prioritise, achieve targets and deliver to deadlines
5. Client relationship focussed with strong interpersonal and negotiation skills
6. Evidence of being creative in approach and thinking up new ways of doing things
7. Has a good understanding of the political and social landscape of Birmingham
8. Degree educated or equivalent is desirable
9. A good level of competency with Microsoft tools
10. Previous bid writing experience beneficial but not essential
11. Ideally has a track record of working within a local authority environment
12. Evidence of a commitment to ongoing personal development and training
13. A genuine passion for the wellbeing of others and a drive to improve the lives of individuals and communities

Performance Management

If appointed you will agree in consultation with your line manager, a Performance Development Plan, which will include a range of performance criteria with hard and soft outcomes, which your success will be measured against. Hard outcomes will be concerned with the achievement of tangible outputs which fulfil the company's strategic and business aims. Soft outcomes will emphasize your personal development, direction, commitment, trust and self-regulated behaviour which is at the centre of your approach to people and partners.