



Job Description

Bid Writing and Fundraising Manager

Place of Work:	West Heath School, Sevenoaks, TN13 1SR
Hours of Work:	15 – 22.5 hours per week, 52 Weeks Per Year - 2/ 3 days per week including some weekend work.
Accountable to:	Head of Finance
Direct Reports:	N/A

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

Main Purpose of the role:

This new role will be responsible for developing and executing a fundraising strategy with particular focus on raising significant funds through securing new business partnerships and writing successful bids and grants. This will include: Engaging potential grantees, donors, sponsors, and partners, including corporate organisations, government departments and agencies & foundations.

Main Duties and Responsibilities

- Develop and execute a fundraising strategy that raises large sums for the charity's initiatives and projects.
- Identify and engage potential grantees, donors, sponsors, and partners, including individuals, corporates, foundations and trusts, central government, government agencies, legacies etc.
- Plan and implement innovative fundraising campaigns and initiatives.
- Identify and pursue new business opportunities and fundraising that align with the charity's mission and strategic objectives.
- Build and nurture strategic partnerships with key stakeholders, including government, businesses, trusts and foundations, agencies, community organisations and other charities.
- Conduct market research and competitor analysis to identify emerging trends, potential partnerships, and revenue streams.
- Research and identify relevant grant and bid opportunities from foundations, central government, government agencies, trusts and foundations, legacies, charities and other funding sources.
- Develop and write compelling bids and proposals for various projects by collaborating with internal managers to gather information and insights.



- Edit and proofread bid documents to ensure clarity and precision.
- Maintain a database of bid materials and templates.
- Track and report on grant progress, ensuring compliance with funding requirements and timely submission of reports.
- Track and analyse key performance indicators (KPIs) related to fundraising, grants and business development activities.

Safeguarding

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.
- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.



- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.

PERSON SPECIFICATION: Bid Writing and Fundraising Manager

Requirement	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree in a relevant subject • GCSE in English and Maths -4 and above 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Bid writing • Fundraising in similar charity or school • Project Management • Experience of working within a customer focused environment. 	<ul style="list-style-type: none"> • Marketing, PR or Sales
Knowledge and skills	<ul style="list-style-type: none"> • Excellent IT skills with experience with Excel, Word and Outlook. • Project management planning • Effective organisational skills • Persuasive and engaging Writing skills for bids and proposals • Impeccable proofreading skills • Working to tight deadlines • Creation/ tracking and analysis of KPI's 	<ul style="list-style-type: none"> • Attachment Aware and Trauma Informed Education/ Therapy models. • Setting up a new fundraising department
Competence	<ul style="list-style-type: none"> • Ability to work with a large number of stakeholders, possibly with conflicting needs • Able to effectively and appropriately communicate messages to different stakeholders eg. Staff, members of the public, Trusts etc. in a compelling and engaging way. • Able to manage a complex workload and plan ahead effectively 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to work in a way which reflects the Schools values/ ethos • Working practice which encompasses equal opportunities • Willingness to address challenging issues with clarity of purpose and diplomacy • Ability to work under pressure and deal effectively with emerging situations. 	
6. Other	<ul style="list-style-type: none"> • Personal development - a strong interest in and commitment to continuous personal learning and development • Enhanced DBS • Commitment to Safeguarding 	<ul style="list-style-type: none"> • Full Driving Licence.

Note:



This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.