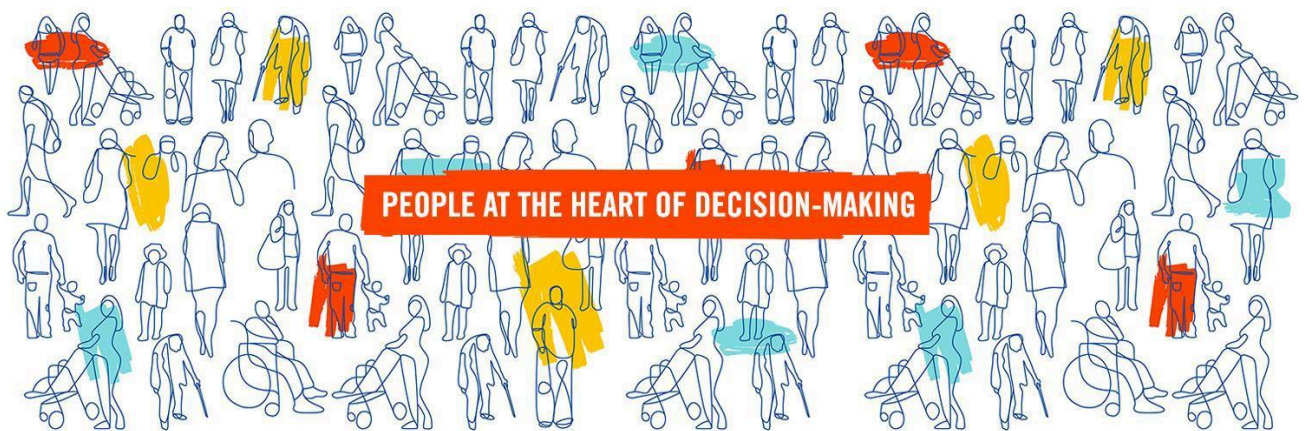




Senior Bid and Funding Officer

Job Description



Practical details

SALARY BAND: £40,144 starting salary (pro-rata)

LOCATION: Flexible but must be comfortable with regular travel both for project work and for Involve team activities. Must be able to travel to deliver work across the UK.

LOCATION: Part time, 0.60 FTE (21 hours per week) 1 year fixed term contract in the first instance.

01. Who we are

We're the UK's leading public participation charity, and we want to build a more vibrant democracy, where everyone can have a say in a society that works for all of us.

Since 2003, we have been working with governments, parliaments, civil society, academics and the public to create and deliver new forms of public participation that revitalise democracy, improve decision-making, and enable people to shape the decisions that affect their lives.

We are realistic about the challenges faced by democracy, but optimistic about how to overcome them. We are committed to ensuring our democracies are vibrant and fit for the future by putting people at the heart of decision-making.

We work across the UK and internationally, with offices in Belfast and London. Many of our staff work from home across the UK or in a hybrid pattern, rather than being based at one of our offices, though we meet up regularly as a team.

02. What we do

Our mission is to lead the UK in making participation and deliberation an everyday part of democracy, to help meet the challenges of the 21st century.

We need to make important choices as a society, but our democracy isn't working as it should. Decision-makers are struggling to get things done. The public are frustrated the system isn't working for them. And everywhere people are feeling divided, distrustful and powerless.

Our work is focused in three areas:

- **Making the case** – demonstrating why participation and deliberation are essential features for a healthy modern democracy, and ensuring that those in positions of power and influence understand and support their use in addressing some of the UK's most intractable issues. [Check out our latest thinking.](#)
- **Embedding change** – building the capacity of public servants and practitioners, and developing the body of evidence, principles and standards that support participatory and deliberative practice. [Check out our resources.](#)
- **Pioneering practice** – encouraging widespread uptake of participatory and deliberative processes, and promoting continuous learning and innovation to improve democracy and deliver lasting solutions in key policy areas. [Check out our practical projects.](#)

All our work builds towards delivering the following six outcomes for our democracy, which we believe will lead to the vibrant, participatory society we want to see.

- **Democratic norms** – Participation and deliberation are recognised as essential features for a healthy equitable democracy by the public, society and decision-makers;
- **Political support** – People in positions of power and influence across society and the political spectrum understand and actively support the use of participatory and deliberative decision-making;

- **Frequent use** – There is frequent use of participatory and deliberative processes supported by the right resources (people, budgets) both inside and outside of political institutions;
- **Evidence and practice** – There is an accessible and well-communicated body of evidence and practice that demonstrates the impact of our vision and how to achieve it;
- **Clear standards** – There are clear principles and standards that support good practice in delivering and embedding participatory and deliberative processes, which are widely understood and followed;
- **Democratic innovations** – There is continuous learning and innovation to improve democracy and work against entrenched inequalities.

Find out more about our work: www.involve.org.uk/our-work/

Our values

- **Collaboration** – because change comes when broad coalitions of people work towards a common vision;
- **Equity** – because everyone in society has an equal right to be listened to and participate in decisions that affect their lives. No one should be held back by societal divisions or prejudice;
- **Independence** - because we are committed to the integrity and impartiality of participatory and deliberative processes;
- **Purpose** – because participation must have an impact. We reject tokenistic or ineffectual engagement;
- **Quality** - because effective participation requires time, attention and commitment.

03. About the role

The Senior Bid and Funding Officer is a new role for Involve as we seek to build the infrastructure to support the growth that we have experienced in recent years. This role will sit within our Finance & Support Services function and will work alongside colleagues at all levels in the Innovation & Practice, Capacity Building & Standards and Advocacy & Communications functions to identify and provide compelling proposals in response to fundraising and tender opportunities.

As Senior Bid and Funding Officer you will be responsible for identifying fundraising opportunities to bring forwards to the team for evaluation and coordinating the submission of returns ensuring high quality tenders are produced that meet the needs of funders and commissioners. You will support function leads in monitoring fundraising outcomes and comparing to income generation targets, developing a database of funders and improving tender response processes to reduce the administrative burden of tender responses without compromising on quality.

Our ideal candidate will have experience of managing the tender return process in other organisations, either in a commercial or charitable sector environment. You will bring strong project management skills, be able to coordinate tender submissions to set deadlines and have an inquisitive mindset to enjoy researching opportunities and thinking creatively how Involve can meet funder requirements while also advancing our mission.

04. Key responsibilities

1. Coordinating tender returns (60%)

- Identifying tender opportunities through review of tender portals and emailed invitations to tender.
- Sharing opportunities with relevant teams for their assessment of the opportunity, tracking the progress of evaluation to ensure deadlines are met.
- Project management of bids and tender returns, ensuring tasks to enable completion are allocated to team members with deadlines set to ensure submission meets external deadlines
- Review and proofing of bids prior to submission ensuring all funder requirements are met and that submissions are clear and free of typographical errors.
- Monitoring outcomes of tender submissions, coordinating staff availability for interviews where required.

2. Reporting and impact tracking (20%)

- Ensure all opportunities are logged on Involve's project funding recording system and updated as bids and tenders progress.
- Support function teams with internal reporting of fundraising success, undertaking analysis of income secured from bids and tenders against targets.
- Develop a database of funders to identify patterns and opportunities for proactive fundraising.

- Monitor and compile data about tender opportunities year-on-year to contribute towards annual impact monitoring

3. Process improvements (10%)

- Identify opportunities to develop responses to standardised tender questions and lead the development of a suite of standardised responses.

4. Contributing to all-team activities (10%)

- Participating in team meetings, strategy- and away-days.

Other relevant duties may be undertaken as agreed with your line manager.

05. Key competencies

Essential competencies

Applicants must demonstrate the following competencies:

- Excellent project manager, able to coordinate concurrent bids across multiple teams ensuring clarity of expectation and adherence to deadlines
- Significant work experience of managing tender returns in a professional services or charity context.
- Excellent research skills, able to identify opportunities and think creatively about how opportunities may apply to involve
- Good communicator, able to articulate expectations clearly to team members at all levels to bring people along. Comfortable with communicating externally with funders about tender opportunities.
- Strong IT skills, able to develop reports in Microsoft Office and Google Workspace environments to facilitate the sharing of information in a clear and concise manner.
- Committed team player, embodying our values of collaboration, equality, independence, purpose and quality, and passionate about furthering our vision.

Desirable competencies

The following competencies are desirable:

- Experience of working with trusts and foundations to identify opportunities to raise core funding.
- Experience of managing bids and tenders within an organisation similar to Involve.
- An interest in participatory and deliberative democracy, and its potential to transform UK democracy

We are genuinely interested in applications from people with all sorts of different backgrounds.

06. Pay, location and benefits

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| Job Title: | Senior bid & funding officer |
| Pay band: | £40,144 starting salary (pro-rata) |
| Hours: | Part time, 0.60 FTE (21 hours per week) 1 year fixed term contract in the first instance. |
| Start date: | As soon as possible |
| Location: | Flexible but must be comfortable with regular travel both for project work and for Involve team activities. Must be able to travel to deliver work across the UK. |
| Reporting to: | Head of Innovation & Practice |

Leave: all staff get 25 days annual leave in addition to bank holidays and the period between Christmas Day and New Years Day.

We're actively building a diverse team and welcome applications from everyone. But simply having a diverse workforce is not enough. We aim to build an inclusive environment, where everyone can contribute their best work and develop to their full potential. We celebrate our differences, and recognise the importance of teams reflecting the communities they work with.

We can make reasonable adjustments to our interview process, and to working arrangements, according to your needs. If you are shortlisted for interview we will explain what the interview process will involve in advance and check with you if we need to make any adjustments so that you can interview fairly and comfortably. We will also cover any reasonable expenses to enable you to attend the interview. And we offer a flexible working environment so you can adjust your hours to suit your personal circumstances.

We are flexible on people's locations, and run a hybrid working environment. We have done so since before the pandemic, and work hard to find the right balance to support flexibility and effective working relationships. We have physical offices in London and Belfast which are always available to work in. We are flexible in terms of either working from home, or working hybrid from home and a physical office.

You must also be able to travel for Involve internal meetings. You can expect to attend away days and co-working days with other Involve team members, as well as quarterly strategic team days and other training as required. Our team finds this really important in terms of building our shared culture, learning from and supporting one another, enjoying working in a team with shared values, developing our technical skills and having fun together to support our wellbeing at work.

The following benefits are available to staff:

- Workplace pension with employer contribution of 5%;
- Employee Assistance Programme
- Childcare vouchers;
- Phone/data allowance of £13.50 per month;

- Enhanced maternity and paternity leave packages for qualifying employees
- Participation in both external and internal training.