



in West Sussex
North South East



Volunteer Funding Bid Development Assistant

Role purpose

Provide support to the senior management team in achieving aims of CAWS; research, identify and assist in application of successful fund raising.

Main Duties and Responsibilities

- Research, record funding opportunities from trusts, community foundations and other sources online, highlighting opportunities that match our charitable objectives and give us opportunities to extend our service to clients
- Develop fundraising knowledge over a county footprint of West Sussex
- Assist with evidence finding from our database to support bid applications and opportunities including completing content and coordinating fundraising application questions
- Support with producing digital/video bid applications , bring creative ideas to how to present our funders in a competitive environment
- Help maintain and build on our positive reputation , support profile raising at funding events.

Personal Skills and Qualities

Specific qualifications are not required to take on the role, however some skills and experience are essential.

- Previous experience of successful bid writing and fundraising is desirable.
- Experience of writing for external audiences is essential.
- Need to have good IT skills and Microsoft Office.
- To have high level of literacy and numeracy .
- Ability to research and organisational skills to meet deadlines.
- Good communication skills to maintain liaison with Managers, other staff members and volunteers across the organisation on the phone, via e mail and digital meeting
- Understanding of the Voluntary section.

Other Information

Although you will be working from home at this stage, supported by Managers and other staff members over digital channels, living in and with a connection to West Sussex is a priority. You will need your own IT equipment and access to Wi-Fi. We provide Induction to Citizens Advice training digitally and offer other on line training opportunities. We ask you to volunteer for at least 1 day a week, this can be split to half days.

We pride ourselves on having a diverse workforce and welcome all applications from people with all range of abilities for the skills that they bring.

If you are interested please email Volunteer@westsussexcab.org.uk for more information about our roles and application process. Alternatively you can apply via our website: www.advicewestsussex.org.uk.