



Fixing the big issues for disabled people in Buckinghamshire  
Charity No 1102511

[www.buds.org.uk](http://www.buds.org.uk) | 07811 142935 | [info@buds.org.uk](mailto:info@buds.org.uk)

Registered Address (no callers): BuDS, c/o B P Collins LLP, Collins House,  
32-38 Station Road, Gerrards Cross, Buckinghamshire, SL9 8EL



## Volunteer Role Description

# Grants Fundraiser

Hours:	20 hours per week, fully flexible
Rate:	£12.50 - £15.00/hr based on experience
Duration:	Until 31 March 2024 (may be renewed)
Location:	Home based
Reporting to:	Andrew Clark, Janneke Elford
Team(s)	Grants
Role Purpose:	<b>To research grant opportunities, schedule and coordinate grant applications, bid writing, and helping ensure grant requirements are met.</b>

### Background

BuDS is a dynamic and positive charity, and we need to make sure we take advantage of the many opportunities there are to apply for national and local grant schemes. This role will help BuDS support even more disabled people by helping us find the funds we require. It would suit anyone with prior bid writing and grants fundraising background or experience.

### Specific Responsibilities

With strong support of charity officers, and as part of the wider BuDS team:

1. Become familiar with the BuDS online environment (Office 365 and Teams), the people with whom you will be working and the projects, and the projects for which you will be raising funds, accessing training as needed.
2. Become familiar with the grant searches and networks from which we can get news about potential grants, and do weekly new searches for new grant opportunities, identifying and alerting others to 'hot prospects'. Keep on top of relevant national funds and changes to them, eg National Lottery, Children in Need, Arts Council.
3. Produce the first draft of high-quality proposals to potential funders and subsequently manage the development of draft applications. Some experience in bid writing is essential. Ensure draft applications are taken forward by chasing colleagues and removing barriers to progress.
4. Process and submit approved grant applications, ensuring all funder requirements are met. Ensure grant application requirements are known and met in good time before application is made.

5. Help develop compelling funding proposals by feeding back on funding opportunities and funder requirements and limitations.
6. Help to resolve 'sticking points' in the system, such as lack of financial information or Trustee approval.
7. Keep a record of grant applications and report back on grant application outcomes.
8. For successful applications, ensure grants offers are accepted and necessary conditions met.
9. Help to ensure that reporting requirements for awarded grants are clearly understood and systems to collect necessary information are built-in to working methods.
10. Ensure that reports for funders are anticipated, completed and returned on time, by working with and chasing colleagues.
11. Contribute to the wider work of the grants and finance teams as needed.

### Person Specification

1. Prior bid writing and grants fundraising background and experience is essential, ideally for smaller charities.
2. Working knowledge of using MS Teams but full training will be given if needed.
3. Methodical, careful approach to work and good attention to detail.
4. Comfortable with figures and administration processes.
5. Ability to work cooperatively and effectively with a wide variety of people including disabled people with impairments of all types.
6. Ability to maintain confidentiality and keep private information to themselves.
7. Understanding and appreciation of the Social Model of disability. See <https://buds.org.uk/the-social-model-of-disability/>

**BuDS is an equal opportunity organisation and disabled people are particularly encouraged to apply for this role.**

*BuDS is committed to safeguarding all those with whom it works. This post will be subject to an enhanced DBS check on appointment. This will be arranged and paid for by BuDS. Character and work references will also be taken up.*