

Job Title:	Bid Writer
Reporting To:	Philanthropy Manager
Salary:	£35,032 - £39,826
Hours:	37.5 hours per week
Duration:	Permanent
Location:	Alder Hey Children's Charity (based within the hospital), Liverpool / Hybrid-working

Job Purpose:	As part of the Philanthropy Team, the Bid Writer will lead on the development and writing of high-quality funding applications to large-scale national grant programmes and, over time, statutory funding bodies. The role will strengthen the charity's capacity to secure transformational funding by providing dedicated expertise in bid development, enabling a more proactive, strategic and consistent approach to national and statutory funding opportunities. Working across the Charity and with the Trust, the post holder will translate complex clinical, operational, research and capital priorities into accessible, compelling cases for support, ensuring applications are evidence-led, strategically aligned and competitive.
Main Duties/Tasks	Bid Development & Writing • Lead the development and writing of high-quality funding applications to large-scale national grant programmes, under the direction of the Philanthropy Manager. • Draft clear, compelling and funder-specific bids that articulate need, outcomes, impact and value for money. • Tailor applications to different funder requirements, ensuring accuracy, consistency and attention to detail throughout. • Manage multiple bid deadlines simultaneously, working effectively to meet short turnaround times. Funding Opportunity Identification • Research and identify relevant funding opportunities across national programmes, statutory bodies and other grant-giving organisations. • Support the development of a proactive pipeline of bid opportunities, sharing recommendations with the Philanthropy and Grants & Impact teams. Internal Collaboration • Develop and maintain a strong working relationship with the Grants & Impact Team to proactively identify potential projects which meet funder criteria and requirements. • Work closely with both charity and Trust colleagues to gather information required for bids, including project plans, budgets, outcomes and risks. • Translate complex clinical, research, digital and capital development information into accessible and persuasive funding cases.

	- Support colleagues to shape project ideas into funder-ready proposals, providing guidance on structure, evidence and impact where needed. Monitoring, Evaluation & Learning - Work with the Grants & Impact Team to ensure funded projects are appropriately monitored and reported against. - Use funder feedback, reporting insights and learning to strengthen future applications and improve bid quality over time. Funder Engagement & Compliance - Support appropriate engagement with funders during the application and reporting process, maintaining professional and effective relationships. - Ensure applications and reports meet funder guidelines, eligibility criteria and compliance requirements. Internal Processes - Maintain accurate records of applications, deadlines and outcomes in line with internal processes and using the charity CRM. - Ensure all bid content reflects Alder Hey Children's Charity's values, strategy and brand guidelines. - Contribute ideas and insights to improve bid processes, templates and ways of working across the team. Other Duties - Participate in relevant training and professional development to build skills and confidence in bid writing. - Be an outstanding advocate for Alder Hey Children's Charity in line with the core values of the organisation. - Be an active and supportive member of the Alder Hey Children's Charity team, contributing to the team's development and working collaboratively with colleagues and volunteers. - Attend and support events run by fundraising teams where required, including occasional out-of-hours working. - Develop and maintain an in-depth knowledge and understanding of the charity's work, priorities and future plans. - Any other reasonable duties as required by your line manager.
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Person Specification

	Essential	Desirable
Qualifications, Knowledge and Experience	- Experience of efficiently managing and delivering a demanding and varied workload. - Proven ability to build and manage effective stakeholder relationships. - Experience of writing funding applications, proposals or bids, ideally within the charity, public or not-for-profit sector. - Experience of working with multiple stakeholders to gather information and develop written submissions. - Experience of managing multiple deadlines and working to tight timescales. - Understanding of monitoring, evaluation and impact reporting.	- Experience of working at a charity. - Experience of using a CRM system or database. - Experience of using funder databases. - Experience of developing budgets or financial narratives as part of funding applications. - Understanding of grant funding environments, or a strong interest in

	Essential	Desirable
	• Experience of working with data, outcomes or evidence to support written cases for support. • Knowledge of the statutory and government funding landscape.	• developing expertise in this area. • Experience of securing statutory/government funding
Skills and Attributes	• Commitment to principles of equality, diversity and collaborative working. • Excellent written communication skills, with the ability to produce clear, persuasive and well-structured content. • Ability to build strong working relationships. • Self-motivated and positive attitude with the ability to work under pressure in a fast-paced environment. • Ability to work in a logical and organised manner and remain focused while adapting quickly to shifting priorities and emerging demands. • Ability to work effectively as part of a team as well as independently. • Understand the necessity of dealing carefully and within data protection legislation, with confidential matters, including handling both personal and business critical information. • Excellent IT skills including Microsoft packages. • Ability to translate complex or technical information into accessible written proposals. • Confidence engaging with senior stakeholders or subject-matter experts.	• Ability to adapt writing style and tone for different funders and audiences.
Additional requirements	• Strong interest in working for a children's health charity. • An understanding of and commitment to the values of Alder Hey Children's Charity. • Willingness to get involved with activities across the Charity. • Willingness to occasionally work outside of normal office hours.	• Interest in developing expertise in large-scale programme or statutory funding. • Willingness to build knowledge of healthcare, research and clinical environments. • Openness to occasional travel to support project development or funder engagement.

Our Values

Here at Alder Hey Children's Charity, our values guide the way in which we work. By being courageous, working together, being passionate about our work, and making sure that we are creative in what we do, helps us to deliver the support necessary so that our hospital can continue to deliver the very best care for our young patients and their families. Our values are:

Courage: we try new things and take risks to innovate and drive forward new ideas. We have the courage to speak up and take a stance. We are accountable, responsive and responsible. We are unstoppable.

Together: we work together as one team, sharing our knowledge and learning. We work in partnership with patients, families, supporters and colleagues. We are respectful, celebrate diversity and empower each other to achieve our aims.

Passion: we are passionate about what we do and why we do it. We work together to share and grow. We inspire others.

Magic: we are fun, creative and child led. We create special moments, provide little extras and go further for our brave young patients.

In April 2025, the charity adopted a four-day working week policy, meaning staff previously working 37.5 hours a week are now working 30 hours a week to enable a four-day working week. We are confident that by embracing a more flexible and balanced approach to work, we can continue to create a thriving and fulfilling work environment while driving growth and success for our charity.

Note: This job description is intended to outline the general nature and level of work performed by employees within this role. It is not exhaustive and may be subject to change or modification as required by the needs of Alder Hey Children's Charity.

Alder Hey Children's Charity will make every endeavour to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability. Alder Hey Children's Charity is committed to equal opportunities and positively welcomes applications from all sections of the community. Alder Hey Children's Charity is committed to safeguarding children and vulnerable adults.

The post holder will be required to complete an enhanced DBS disclosure check.