BOSP JOB DESCRIPTION & PERSON SPECIFICATION

Title: **Funding Bid Writer**

Based at: The BOSP Office, Wat Tyler Country Park, Pitsea, Basildon

Salary: **£20,400 to £22,276** (£34,000 – £37,127 FTE)

Hours: **22.5hrs** per week Monday to Wednesday (Office based or hybrid – negotiable)

Annual Leave: 30 days including 8 bank holidays, with an additional day per year of service up to a maximum of 25 days per annum plus bank holidays (pro-rata)

Role Overview:
This role is responsible for delivering high quality, compelling funding applications and reports that bring our vital work to life, securing and sustaining grant income for BOSP.

Working closely with our CEO, Financial Controller and senior delivery team, you will develop a deep understanding of our services and the needs of families who have children with profound disabilities, transforming complex information into compelling cases for support - demonstrating need, positive impact and value for money.

You will draw on our diverse and high-quality portfolio of programmes, to create tailored funding propositions that resonate with a wide range of funders and priorities including disabilities, carers, inclusion, and mental health.

Person Specification (The 'Must-Haves')

- **Successful Storyteller:** You will have excellent persuasive writing, financial literacy, and organisational skills and experience of writing and submitting successful funding applications to trusts, foundations and statutory funders.
- **Effective:** You can evidence a strong history of securing significant, high-value and multi-year project funding, capital, and unrestricted appeals. Big Lottery, local and Central Government funding applications an advantage.
- **Organised and Pro-active:** You are thorough and methodical, able to prioritise workloads and maintain our healthy portfolio of existing funders well, whilst demonstrating an initiative-taking curiosity for prospecting new funding opportunities that align with BOSP (we use Salesforce CRM).
- **Takes Ownership:** Be a self-starter, able to take responsibility for meeting key deadlines, ensuring succession planning, applications, monitoring, reports, and other donor deliverables are effectively planned, coordinated and submitted on time.
- **Understands the Finances:** Ability to interpret individual project budgets, and work towards agreed income targets, supporting the management of BOSP's grants budget.

- **Appreciates the Importance of a Thank you:** Delivers punctual and clear donor stewardship, and management of both external and internal reporting requirements and deadlines.

- **Excellent Communicator:** Warm, friendly, and kind - able to build strong relationships with stakeholders, supporters and colleagues.

- **Flexible:** Ability and willingness to work flexibly to meet deadlines as required. Undertake other duties commensurate with the post as directed by the CEO, including representing the charity and willing to present about the charity and to be available for ad-hoc events.

- **Loves our Cause:** Passionate and committed - wanting to make a real difference to some of the most isolated and marginalised children and families. Willing to develop an excellent understanding of the Charity's services, keep up to date with project developments and communicate relevant progress to funders.

Who you are

- A critical and analytical thinker
- Conscientious, diligent
- Forward thinking and enthusiastic
- Calm and pragmatic - ability to work under pressure
- A compelling and articulate writer
- Excellent verbal, written and listening skills
- Resilient, particularly when faced with setbacks
- Assertive, can-do, positive disposition
- In possession of excellent IT skills
- Able to present, when necessary
- Responsive
- Resourceful – to continuously seek and develop opportunities
- Excellent decisionmaker, ability to take the initiative
- Self-motivated with ability to work well independently and within a team
- Ability to build effective relationships with staff, trustees, volunteers, and stakeholders
- Full driving licence (with no more than 3 penalty points)
- Willing to comply with enhanced DBS check and suitable references
- Empathic, sensitive, and caring to the needs of the parents/carers, children and young people who use BOSP's services
- Committed to anti-discriminatory practice and equal opportunities. Open minded and non-judgemental. Able to work within BOSP's equal opportunity protocol, adhere to BOSP's Safeguarding and Code of Conduct policies and meet confidentiality and GDPR requirements.

Closing Date: 12th November 2026 (*Please note: We reserve the right to close this vacancy early if we receive a high volume of applications. We therefore encourage you to submit your application as soon as possible. Please ensure your application is completed in full)*

Please only apply if you can demonstrate meeting the above specification in your application.

We kindly ask that you don't rely on AI tools for your application answers. We want to see your own unique voice and writing skills. We want your application to stand out from the rest and show case your own strengths.