



JOB DESCRIPTION CSO Bid Writing Associate (Freelance)

Responsible to: Director of CSO

Responsible for: Assisting CSO Members with Funding applications

Fixed Fee Scale: £300 per day fee for 7 hours.

Location: Based at Home.

Type of Contract: Consultancy/Temporary Freelance & Self Employed, Part time, Home Based

Reporting to: Membership Coordinator

Job description

CSO is looking to recruit Bid Writing Associates to join our Panel of Bid Writers for the benefit of our 100+ members. As an approved provider, you will be self-employed and competent in offering a professional, efficient no-nonsense approach to writing funding applications for CSO Member Organisations and will be able to demonstrate a successful track record in writing strong, emotive and compelling proposals that meet the funders objectives and guidance.

CSO is a national second tier organisation set up for the Somali Voluntary and Community Sectors to assist as an umbrella organisation. It aims to provide a collective voice for the Somali Community in the UK in areas of Health & Wellbeing, Criminal Justice, Education, Poverty Reduction and Economic empowerment.

We were set up by Somali community leaders in 2010 with the support of City Bridge Trust and Trust for London, to address needs of the Somali diaspora and organisations.

This is an exciting opportunity to become an approved provider to CSO, making a difference to communities on a local level, while individually improving the ability of CSO Members to successfully raise funding for the benefit of the Somali Community.

If you are interested in becoming a Bid Writing Associate with us sending your latest CV.

We actively encourage applications from people of all ethnic backgrounds and minority and underrepresented groups.

The closing date for applications is 1pm Friday 18th September 2020 and interviews will be held shortly after.

CSO is committed to making a difference to the lives of the communities it works in, and as such you must show a willingness to demonstrate commitment to the values and behaviours which flow from the CSO ethos.

CSO supports Equal Opportunities. Registered Charity Number 1154667

Company number 07405401 (Private company limited by guarantee without share capital)

Application is by sending your latest CV to jobs@councilofsomaliorgs.com.

CSO Bid Writing Associate role

The role will vary from case to case, however it is expected that the Associate will be competent in offering a professional, efficient approach to writing funding applications for local Oasis Community Hubs. This may include;

- Matching relevant funding opportunities with Oasis Hub needs from provided resources.
- Determining application procedures, deadlines, funder's priorities and eligibility criteria
- Meeting with Hub and fundraising teams, virtually or face to face
- Writing strong, emotive and compelling proposals that meet the funders objectives and guidance
- Preparing and submitting bid documentation
- Ensuring compliance with the legal requirements of funding bodies

CSO Bid Writing Associate person specification

CSO is looking for Associates who have;

- Bid writing and grant funding experience
- Excellent organisational skills with a disciplined approach to the structured planning and completion of bids
- Track record in problem solving
- Competency using Microsoft Office applications
- Demonstrable use of written and verbal English to convey strong and emotive project stories and impact
- High attention to detail
- Understanding of Information management and data analysis
- Awareness of project management methodology
- Ability to manage own work ensuring it meets deadlines
- **A committed and enthusiastic approach with the need to be flexible**
- Self-motivation, self-reliance and an ability to work on own initiative