

Job Description

BookTrust

BookTrust is the UK's largest children's reading charity. We know that children who read are happier, healthier, more empathetic, and more creative. They also do better at school.

Working with every local authority in England, Northern Ireland and Wales and supported by a range of funders including the Arts Council England, Northern Ireland and Wales Governments, we reach over millions of families a year via partners in schools, children's centres, health visitors and libraries. This incredible network helps us to get children reading across the country.

This post holder will report to: High Value Giving Team/Director of Partnerships

This post holder will manage: No direct reports

This post is homebased with occasional travel to meetings at BookTrust locations in Leeds or London.

Key responsibilities

Scoping and posting BookTrust to relevant government frameworks.

Writing and contributing to bids for Statutory funders.

Scoping relevant opportunities via frameworks and commissioning portals.

Occasional participation in other funder bid or management activities.

Various other duties relating to income generation.

Person Specification

BookTrust are seeking an enthusiastic candidate with experience of working with public sector frameworks, bid support and coordination, bid writing and opportunity monitoring. This role is designed to support maintenance and development of our traded work with public sector organisations as well as supporting broader public sector income generation work to enhance and extend the work of our high value giving income generation team. The nature of this role means that it would suit someone who freelances or is happy to be called on for time focussed pieces of work on an ad-hoc basis.

- A positive and enthusiastic individual, with exceptional organisational and communication skills.
- An excellent team player, able to work with minimal supervision in flexible way to achieve positive outcomes.
- A well organised individual who can work within sometimes challenging deadlines and with competing priorities.
- Experience of working with or in the charity income generation world with a key focus on public sector income.
- An excellent problem solver, able to write in a compelling way to affect a positive outcome.

CRITERIA	E or D
Knowledge	
<p>a. A clear understanding of how to post high quality charity information to a broad variety of procurement frameworks for the purposes of income generation.</p>	E
<p>b. Bid writing skill and an understanding of the charity income generation landscape.</p>	E
<p>c. A working knowledge of which frameworks are suitable for the relevant purpose.</p>	E
Experience	
<p>a. Experience in having posted charity information onto local and central government frameworks in an effective and successful manner.</p>	E
<p>b. Effective relationship management with local and national potential funders.</p>	E
<p>c. Proven ability to interpret complex bid criteria, making connections to the core business of a charity.</p>	E E
<p>d. Experience of coordinating bid related information - small through to significant value and complexity.</p>	E
<p>e. Experience in having worked in the third sector in an income generation capacity.</p>	E
<p>f. Experience in working to tight deadlines while producing work of high quality.</p>	E E
Skills and Attributes	
<p>a. Collaborative</p>	E
<p>b. Attention to detail</p>	E
<p>c. Creative and a strong problem-solver</p>	
<p>d. Strong verbal and written communication skills, including presentation skills</p>	E

E = essential criteria

D = desirable criteria

Terms and Conditions

Salary: Day rates between £150 and £200 per day dependent on skills and experience.

To apply, you must submit your CV and attach a covering letter of no more than 1000 words outlining your suitability for this position in relation to the person specification.

Want to join us? Find out more about who we are at: <https://www.booktrust.org.uk/about-us/work-at-booktrust/>

Our Commitment to Diversity and Inclusivity

We aim to provide an inclusive recruitment process and actively welcome applications from diverse talent pools: minority ethnic candidates, candidates with disabilities and long-term conditions and candidates from underrepresented communities.

We are committed to equality of opportunity and want to ensure we have an accessible application process for all candidates. If you need any reasonable adjustments or would like us to do anything differently during the application process, please contact our HR team on HR@booktrust.org.uk or 020 7801 8855/8856 to discuss your requirements further.

BookTrust is committed to safeguarding and promoting the welfare of children. The recruitment and selection process reflect our commitment to safeguarding therefore, the suitability of all prospective employees will be assessed during the recruitment process in line with this commitment, and pre-employment checks.