



# Volunteer Role Description:

## Bid Writer





We are keen to welcome new people with new ideas and new skills into our team.

We strive to develop our programme of fishing-related activities and events in new, creative and innovative ways to contribute to improved mental health and wellbeing.

### The impact you will make

You will ultimately enable our volunteers to deliver more Fishing Sessions in your local community.

### Summary

|   |                        |                     |
|---|------------------------|---------------------|
|   | <b>Location:</b>       | Remotely            |
|  | <b>Time:</b>           | Entirely Flexible   |
|  | <b>Team:</b>           | Fundraising         |
|  | <b>Responsible to:</b> | Fundraising Manager |

### What you will be doing

- Identifying new relevant Grant-Bid opportunities
- Be the primary Tackling Minds point of contact for specific Bids
- Manage the Bid process itself
- Ensure Bids are signed-off in writing by the Fundraising Manager or a Tackling Minds Director prior to Submission



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- Be available to Join/Attend meetings with Bid-related Contracting Organisations

### What you need for this role

- Enthusiasm
- Good interpersonal and communication skills
- Computer and internet access
- IT, organisational and administration skills
- Familiarity with Tackling Minds Bid Management and related processes
- Experience of customer relationship management

### What's in it for you ?

- Join an inclusive and diverse organisation
- Have fun, meet new people and join a motivated and enthusiastic team who are making a difference
- Learn skills and gain experience to enhance your CV
- Gain the satisfaction of giving back
- Training to fulfill your volunteer role will be provided and reasonable out of pocket expenses reimbursed

### What Next?

- Apply for this role
- Hear back from a member of the Tackling Minds team
- Have an informal chat
- If successful, supply references (if applicable)
- Agree start date
- Induction (and training if applicable)



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### Safeguarding

Tackling Minds is committed to safeguarding; ensuring the welfare of children, young people and adults at risk.

We expect all employees and volunteers to share this commitment and have a zero tolerance approach to proven incidents of bullying, abuse, harassment or exploitation.

The suitability of all prospective employees and volunteers will be assessed during the recruitment process in line with this commitment. This will include relevant criminal record checks being carried out dependent on the eligibility of the role.

(England & Wales; DBS check, Scotland; Disclosure Scotland PVG, Northern Ireland; Access NI, Republic of Ireland; Garda Vetting; International, International Child Protection Certificate process).

### Diversity at Tackling Minds

Tackling Minds respects and values diversity of background, skills and perspectives within our teams, and considers it essential to help us deliver a quality Fishing Service. We are an inclusive organisation and welcome applications from everyone. In addition to having the skills needed for the role, we also look for applicants who share our commitment to living our values (trustworthy, selfless and dependable).

### Equal Opportunities

Tackling Minds delivers Fishing Sessions to improve mental health and wellbeing without prejudice. We aspire to be an organisation where our people are valued no matter who they are. We aim to be truly inclusive, benefit from diversity and appreciate everyone for their individual



TACKLING MINDS contribution.

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### APPLY

If this volunteer role appeals to you and aligns with your skills and passion, we encourage you to express your interest. Please email us at [volunteer@tacklingminds.org](mailto:volunteer@tacklingminds.org) with a brief outline of your suitability for this role. We look forward to hearing from you and possibly welcoming you to our team at Tackling Minds.