

JOB DESCRIPTION AND PERSON SPECIFICATION		
<b>Job Title:</b> Major Funding Bid Writer	<b>Accountable to:</b> Head of Strategy, Centre for Sustainable Fashion (CSF)	
<b>Contract:</b> Fixed Term (8 months)	<b>Hours per week/FTE:</b> 17.5 / 0.5 FTE	<b>Weeks per year:</b> 52 including weekend and evening work
<b>Salary:</b> £40,454 - £48,534 pro rata pa	<b>Grade:</b> 5	
<b>Service:</b> Centre for Sustainable Fashion	<b>Location:</b> 20 John Princes St, London, W1G 0BJ and relocating to Stratford from “023	
<b>Who is University of the Arts London?</b> University of the Arts London (UAL) is a vibrant world centre for innovation, drawing together six Colleges with international reputations in art, design, fashion, communication and performing arts.  The University provides transformative education and world-leading research and enterprise. We are the centre of public debate for the future of arts, design, fashion, and communication and provide an inspirational environment for students, staff, and wider communities. UAL has around 20,000 students and 5,000 staff, based at campuses across London. We are engaged in several major change programmes over the next five years. This includes moves for two of our colleges.  At UAL, everyone's identity matters. We are committed to creating a supportive and inclusive environment for all our diverse students, staff, and the creative and cultural sector partners with whom we engage. We aim to take every opportunity to progress equality and diversity and celebrate the enrichment this brings to our community.  Centre for Sustainable Fashion (CSF) is a University of the Arts Research, Knowledge Exchange and Education Centre based at London College of Fashion (LCF). We engage in participatory design and transformation design practices to act on the climate, societal and personal health and equity crisis in and through fashion. We seek to develop agency and capabilities in those involved in fashion to critically respond, adapt and transform fashion into restorative practices and cultures.		
<b>Purpose of role:</b> CSF is looking for an ambitious and strategic fundraiser and bid writer to secure funding to support the work of the CSF UNHCR Designer in Residence with refugees in 4 African countries.  This role will have an essential part to play in helping to deliver our ambitious targets, and build strong relationships with businesses, Trusts and Foundations, NGOs, and local partners.  The post holder will take a leading role in the writing of bids, actively seeking partnership and collaboration to devise project plans and deliver project outcomes directly benefitting the communities of the project.		
<b>Duties and Responsibilities:</b> <ul style="list-style-type: none"><li>• In collaboration with the CSF UN Designer in residence, identify activities and devise a project plan in support of the work of CSF in 4 African countries.</li><li>• Lead on the identification of appropriate Charities, Trust and Foundations, businesses and other UK and International funders relevant to the human rights, asylum &amp; refugee and health sectors.</li><li>• Collaborate with colleagues across the University to identify and develop new opportunities for funding, support proposal development from inception to completion, encompassing research, strategic planning, project development, proposal writing and budget development.</li><li>• Secure new grants, liaising closely with the CSF's UNHCR Designer in Residence and in</li></ul>		

collaboration with the Development team.

- Build strong relationships with funders and investors as well as university staff, to coordinate cultivation and stewardship of existing and prospective funders.
- Working with CSF's UNHCR Designer in Residence and CSF's Head of Strategy, and colleagues across UAL to ensure a coordinated approach with managing these relationships.
- Produce and oversee the production of high-quality proposals and reports for Industry or other agencies as appropriate.
- Liaise with finance regarding invoices and grant requests / payments.
- Liaise with Legal with regards to the drafting of gift and/ or grant contracting.
- Maintain comprehensive, accurate records and update database as needed.

#### **Departmental Duties**

- Be aware of industry trends and build relationships with contemporaries across Higher Education, cultural and charitable organisations.
- Act as a full and committed member of the CSF team, working with and supporting other CSF colleagues where required, assuming other reasonable development-related duties, as determined by CSF Director or Head of Strategy.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Dignity at Work Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and make effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.

#### **Key Working Relationships**

- CSF UNHCR Designer in Residence
- CSF Director
- CSF Head of Strategy
- UAL Head of Trusts and Foundations
- LCF International Office

#### **Specific Management Responsibilities**

**Budgets:** None      **Staff:** None      **Other:** None

**Hera Role No:** ADS-2014-9

**Recruiting Manager:** Naomi Bulliard

**Approved:** August 2022

**Job Title:** Major Funding Bid Writer

**Grade:** 5

<b>Person Specification Professional and Administrative Grade 5</b>	<b>E √</b>	<b>D √</b>	<b>Means of Testin g A / T / I</b>
<b>E = Essential D = Desirable A = Application T = Test I = Interview</b>			
<b>Qualifications/Knowledge and Experience</b>			
A University degree or equivalent experience	√		A
• Excellent writing and editing skills.	√		A/T
• An entrepreneurial attitude.	√		A/I
• Significant experience spanning all aspects of grant fundraising.	√		A/I
• Good working knowledge of major UK and international funders in the human rights, asylum & refugee and health sectors.	√		A/I
• An understanding of the issues relating to Higher Education (HE).	√		A/I
• An understanding of issues related to refugees		√	A/I
• Experience of fundraising in a HE, arts, or not-for-profit institution.		√	A
• Proven experience in developing complex proposals and budgets.	√	√	A
• Experience of gift stewardship and renewals.		√	A/I
• Experience in contract development.	√	√	A/I
• A proven record of accomplishment in securing six figure gifts from of Industry, charities, individual donors, trusts and foundations.		√	A/I
• Excellent interpersonal, communication, and negotiation skills.		√	A/I
• Ability to work with senior representatives of UAL and senior staff and management.	√	√	A/I
• Experience with using funding databases and research tools to manage relationship information and identify funding opportunities.	√		A/I
	√		A/I
		√	A/I
<b>Communication and Service Delivery</b>	<b>E</b>	<b>D</b>	<b>A/T/I</b>
• Ability to communicate clearly and persuasively, explaining complicated matters simply, tailoring delivery methods/media to suit the audience's needs and understanding.	√		A/I
• Excellent presentation and communication skills.	√		I
• Ability to present compelling arguments to influence and negotiate successful outcomes.	√		A/I
• Ability to write well researched engaging content			I
• Proficient in MS Office, SharePoint, and OneDrive	√		A
• Ability to contribute to the development of internal networks, actively seeking to build productive and enduring relationships between teams to strengthen working relationships and foster collaboration,	√		I
influencing events or decisions.	√		I

<b>Managing Resources</b>	<b>E</b>	<b>D</b>	<b>A/T/I</b>
<ul style="list-style-type: none"> <li>Proven ability to assess and ensure appropriate resources and support are available to enable the team and individual members to achieve their objectives.</li> </ul>	√		I
<ul style="list-style-type: none"> <li>Ability to clarify, plan and prioritise own work and that of the others/team, to achieve objectives to the standards expected, including proactively working with others to achieve personal and team/service area objectives.</li> </ul>	√		A/I
<ul style="list-style-type: none"> <li>Experience of managing time and resources effectively, continually reviewing progress to improve efficiency and to ensure that work of self and others is completed in line with team/individual objectives and within budget.</li> </ul>	√		A/I
<b>Problem Solving</b>			
<ul style="list-style-type: none"> <li>Ability to analyse problems to identify their cause, considering all practical solutions to identify those which offer wider benefits.</li> </ul>	√		I
<ul style="list-style-type: none"> <li>Ability to consider wider impact of decisions, assessing outcomes and their likelihood, challenging decisions appropriately to ensure consideration and processes are robust.</li> </ul>	√		I
<ul style="list-style-type: none"> <li>Ability to carry out investigations into complex or sensitive issues, producing reports that identify key issues and findings.</li> </ul>	√		I
<ul style="list-style-type: none"> <li>Skill in working with uncertainty with creativity and resourcefulness.</li> </ul>	√		I
<b>Work Environment and Care</b>			
<ul style="list-style-type: none"> <li>Experience of dealing with demanding situations or confidential matters according to policy and procedures, referring to others where necessary and appropriate.</li> </ul>	√		A/I
<ul style="list-style-type: none"> <li>Ability to undertake health and safety duties and responsibilities appropriate to the post.</li> </ul>	√		A
<ul style="list-style-type: none"> <li>Commits to the University's Dignity at Work Policy together with an understanding of how it operates within the responsibilities of the post.</li> </ul>	√		A