



Bid Writer

June 2021

Cultural sector consultancy company, Achates, is seeking a Bid Writer to join our growing team. We are looking for someone passionate about the arts who wants to develop their knowledge and experience as a trust fundraiser and has excellent written communication skills. The post represents a unique opportunity to work across our range of clients of all scales and art forms nationally and to hone a deep knowledge of cultural sector funders.

This is a flexible home working role so would suit someone looking to build their experience alongside other commitments and benefits include generous pension contributions and an annual bonus scheme.

To apply, please send your CV and a cover letter outlining why you'd like to join our team to: Victoria Hibbs, General Manager victoria@achatesphilanthropy.com by 5pm Friday 2 July.

Role Overview

The Bid Writer will work with the Trusts team to draft and develop funding bids, working across Achates clients to develop high quality applications to statutory and trust sources.

100 days a year, home based, flexible working:

- Reporting to the Trusts Manager, Rose Goddard
- Delivering a minimum of 7.5 days billable work for clients each month
- Salary of £30,000 pro rata

Person Specification

Essential skills

- Excellent written communications skills
- A passion for and knowledge of the arts

Desirable skills

- Bid writing experience
- An understanding of tools including Theory of Change and Logic Models
- An understanding of best practice in trusts and statutory fundraising
- An understanding of fundraising theory and the main arts funders and their requirements

Job Description

Bid writing consultancy is the main responsibility for this role, with a target of delivering a minimum of 78 billable high-level bid writing across the year with clients that range from grass roots arts organisations to major national and international organisations, across all art forms.

The role includes:

- Being briefed by the Trusts Manager on projects and bids for clients;
- Reading background information both on the client and on the relevant funding scheme. This will include information from the Trusts Manager and other Achates team members, but may also require additional research;
- Drafting bids to meet the criteria of the funder or programme, to a timescale and format as advised by the Trusts Manager;
- Re-drafting when required by the Trusts Manager and/or clients, to a timescale as advised;
- Being available for meetings and phone calls as required;
- Working to deadlines, including working to multiple internal, client and funder deadlines;

Additional duties as required in the role include:

- Providing timely information on work delivered each month to enable invoicing;
- Maintaining Achates systems including Work Plans, Contract Tracker and Basecamp;
- Attending team meetings and events as required;
- Any other associated responsibilities that may be required.

In addition, there may be a requirement to support the development and/or delivery of other Achates products, including supporting *Achates Live!* sessions.

Salary and Terms

The post is offered at a salary of £30,000 pro rata (equivalent to 2 days a week).

All Achates staff are offered a 7% pension contribution after successful completion of 3 months' probation period.

The post is home based. All employees are offered a laptop and contribution to phone expenses should they require them.

The Bid Writer is offered 30 days holiday pro rata.

The work may require attendance at evening events.

Hours

This contract is for one fixed day (Wednesday) each week alongside flexible days depending on the demands of the role, where some months may require more or fewer days, to a total of 100 days per year. A minimum of 78 days will be client facing. The remaining time will be attributed to administration and team meetings, which take place fortnightly on Wednesday mornings. Your working time will be scheduled and monitored by your line manager.

About Achates

Achates is a cultural consultancy company providing support to cultural organisations with fundraising, strategy, business planning and impact evaluation. The organisations we work with span the spread of culture to include theatre, music, dance, art and museums and include freelancers.

At Achates we love art and culture, care about strong relationships with audiences, and know that good governance is essential. Our holistic approach brings these key elements together to optimise organisational impact and sustainability. We work for and with the cultural sector to enable resilience with integrity.

We start with the art and, by focusing on audiences and income generation, we create innovative models informed by each organisation's distinctiveness.

Achates brings together a team of highly experienced creative, cultural sector managers and fundraisers to offer an ethical, tailored approach to organisations of all sizes – helping them achieve a long-term, sustainable position and maximise the impact of their work. By bringing together a specially selected and highly experienced team for each project, we can deliver high quality work to competitive budgets.

Our ethos is based on quality of service and that's how we came by our name. In Virgil's Aeneid, Achates was the close friend and loyal advisor of Trojan leader, Aeneas. We thought this described the exact relationship we offer our clients.

We have worked with more than 500 organisations of all sizes and art forms across the country, enabling us to develop a thorough understanding of the issues cultural organisations face in developing resilience with integrity. Our specialist focus on, and extensive experience of, cultural sector organisations, means we have a unique depth of knowledge which informs our work.

Achates covers a wide scope of services including:

- Achates Fundraises
- Achates International
- Achates *Live!* – monthly webinars to support cultural organisations & fundraisers
- Achates Recruits
- Achates develops Strategy
- Achates Trains

In July 2021 Achates is launching a new ethical recruitment division, Achates Recruits, which will be led by Matthew Swann, currently CEO of City of London Sinfonia.

Achates is also known for its ethical approach and commitment to the democratisation and diversification of the sector, and this will be reflected in our model with an emphasis on supporting organisations in inclusive recruitment that also creates a culture in which appointees can thrive.