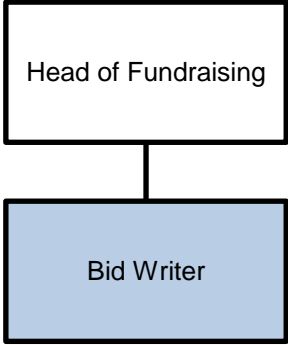


STEM Learning Limited

1. Role Particulars	
Role Title: Bid Writer	Reports to: Head of Fundraising
2. Organogram	
 <pre> graph TD A[Head of Fundraising] --- B[Bid Writer] </pre>	
3. Purpose of role	
<p>As the Bid Writer, you will proactively and independently manage relationships, reporting and application cycles for Trusts, Foundations, and potentially statutory Funders (national and regional lotteries as an example), adhering to all deadlines to maximise income generation. You will work closely with colleagues across the organisation to identify funding opportunities with prospective funders and create compelling funding propositions and bids aligned to STEM Learning's core objectives.</p> <p>The Impact and Data team will provide impact and evidence to support the development of proposals, with operational teams supporting with proposal objectives and KPIs. Using the information provided, you will build compelling and persuasive applications and cases for support. You will monitor the ongoing progress of programme activities, outcomes, and finances and report back to funders, highlighting any changes as soon as possible. You will also be using the database of potential donors (and grow this) to write quality and compelling proposals to attract new and significant sources of funding.</p>	
4. Key Results / Accountabilities expected from role	
<ul style="list-style-type: none"> • Lead on writing bids, tenders and applications (five & six figure amounts) • Establish and grow the portfolio of Trusts, Foundations and statutory funding • Maintain a pipeline of all potential grant-giving organisations to approach in line with STEM Learning's fundraising plans and operational needs • Prepare and write high quality applications to Trusts, Foundations and statutory sources • Consult with and seek input from key internal knowledge holders. Ensure that all bids meet the expectations of funders whilst accurately reflecting the strategic priorities and operational capabilities of STEM Learning • As required, write and/or support the preparation of high-quality reports to Funders, consulting with and seeking input from key internal knowledge holders • Work collaboratively with colleagues in the fundraising team to ensure clear reporting on prospects, pipeline and income received. 	

Successful candidates will demonstrate STEM Learning's values: Sustainable – Innovative – Proactive

- **Sustainable:** We make effective use of resources to deliver impact to positively impact young people's aspirations and social mobility
- **Innovative:** We challenge the status quo, using our data and knowledge to partner with organisations to foster a culture of creativity and collaboration
- **Proactive:** We take initiative and make positive contributions to address challenges and seize opportunities.

5. Key challenges faced in the role

- Balancing priorities and resources to achieve optimum results
- Keeping fully abreast of funding cycles and all sector developments across trust and foundation fundraising
- Developing relationships with teams across the organisation to ensure accurate bids and reporting.

6. Any other information

STEM Learning Limited is a key UK resource for supporting STEM teaching and learning through provision of resources, on-line and physical networking and communities and partnership with a wide range of organisations and individuals.

7. Experience and Expertise (typical educational qualification and experience)

- Experience in winning five and six figure funding partnerships with trusts, foundations, and statutory sources, such as lotteries
- A proven ability to interact effectively with a wide range of internal and external stakeholders
- Excellent written and oral communication skills
- Experience in writing clear, concise and compelling bids and proposals
- Ability to present complex information and data in easily digestible formats
- An appreciation and understanding of STEM education and a commitment to the vision and mission of STEM Learning.

8. Economic dimensions associated with the role (if any)

N/A

9. Location

York or London (or the ability to meet in London in person once a fortnight)