



THE ARCHDIOCESE *of* BIRMINGHAM

Trust & Grant Bid Writer

Fixed Term – Initially 12 months

£22,000 - £25,000 p.a.

Over the last two years our Development Team has been successful in securing over £2 million in grant funding for our Churches, many of which have historic building status. We now need to strengthen this Team by recruiting a Trusts and Grants/ Bid Writer.

The post will primarily be involved in preparing applications to a range of funders, in order to secure support for a variety of projects across the Archdiocese.

Based at Cathedral House, Birmingham the Trust & Grant Bid Writer will support the Senior Trust and Foundations Officer with researching potential funding opportunities, updating databases with deadlines and tracking and co-ordinating applications.

Ideally you should have a track record of successful applications from Trusts and/or other Grant making bodies, as well as excellent written skills with the ability to produce concise and creative bids. A high standard of computer literacy (all Microsoft applications) is also needed for this role.

For an informal discussion about this role please contact Laura Hines, Senior Trust and Foundations Officer, 0121 230 6265 laura.hines@rc-birmingham.org

Job description available from Human Resources – telephone 0121 230 6224, or email gerry.dryden@rc-birmingham.org

Application for this role is via covering letter that should focus on the experience, skills and competencies within the job description (no more than two-sides of A4) and a CV.

Closing date for receipt of applications – noon Friday 2nd March.

Interview date – Friday 16th March 2018".