

Bid Writer Required

This role aims to develop the funding base of Citizens Advice Pembrokeshire to ensure that the organisation remains financially secure. To develop a diverse portfolio of funders; grant givers, service contractors, charitable trusts and philanthropic organisations and stay up to date with their timetables and the progress of the bid. Working closely with the Senior Leadership Team, (SLT); the post holder will develop an in-depth knowledge of our work and organisational structure in order to develop funding ideas and secure funding to allow us to deliver our core aims and help the people of Pembrokeshire. The post holder will develop close working relationships with other local Citizens Advice Offices and other statutory and 3rd Sector organisations within Pembrokeshire. The post holder will be able to take advantage of the knowledge, support, supervision and training available within Citizens Advice Pembrokeshire.

Location	Haverfordwest and Pembroke Dock
Duration	1 year fixed term contract subject to satisfactory completion of probation period (min 6 months)
Hours	22.5 per week over 3 days
Annual Leave	28 days pro rata (including BH)
FTE Salary	£18,390 (actual £11,183 for 22.5 hours)
Pension	Workplace pension applies after 3 months.
Closing Date	4th August 2017 – 12 noon
Interview Date	17th August 2017

Further information and application forms available from:

Vani Athithan ~ email: admin@pembcab.org
Telephone: 01437 765245

Please note CVs will not be accepted. We are committed to working to achieve equal opportunities for all groups subject to discrimination.

Hefyd ym : 38, Stryd Meyrick ~ Doc Penfro ~ SA72 6UT Ansaphone: 01646 623104 ~ Ffacs : 01646 686552
Also at 38, Meyrick Street ~ Pembroke Dock ~ SA72 6UT Ansaphone : 01646 623104 ~ Fax : 01646 686552
Awdurdodir a rheoleiddir gan yr Awdurdod Ymddygiad Ariannol

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Citizens Advice Pembrokeshire yn enw gweithredol ar Pembrokeshire Citizens Advice Bureau

Citizens Advice Pembrokeshire is an operating name of Pembrokeshire Citizens Advice Bureau

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