



position description

Job Title:	Senior Bid Writer
Position ID:	5136
Location:	Yuggera / Tuurbal Milton
Division/Programme:	Strategic Partnerships & Advocacy
Immediate Manager:	Head of Advocacy & Government Relations

about us

yourtown is a trusted provider of services for young people, with a focus on mental health and wellbeing, long-term unemployment, prevention of youth suicide, child protection, as well as support for those experiencing domestic and family violence.

We exist to help young people realise they can tackle whatever life throws at them. To believe in their unique strengths, tenacity and self-determination, to identify and create the path they want for themselves.

Our goals are achieved through genuine collaboration with community, we depend on the support of donors, sponsors, governments and Art Union supporters to fund our vital services, to give children and young people the confidence to rise up and keep moving forward to achieve their potential.

yourtown has a zero-tolerance approach to abuse and we believe that Safeguarding is a shared responsibility of all, for all.

purpose of the position

To identify, develop, and support the coordination of funding submissions that help achieve **yourtown's** strategic priorities, including grants, tenders and business development proposals.

responsibilities

May include, but are not limited to:

- Support to assess yourtown funding needs in consultation with Finance Division and relevant revenue governance forums and identify and assess funding opportunities from sources aligned to **yourtown's** strategic priorities.
- Maintain an up-to-date register for externally funded services, funding submissions in train and those planned for the future.
- Identify, assess, and disseminate external funding opportunities, including Government, Trusts, Foundations and Corporates for relevant decision makers and governance fora
- Write, edit, and coordinate content for grants, tenders and business development proposals.
- Lead internal stakeholder engagement to produce high-quality content for bids, aligning internal funding needs and service models to external requirements.
- Produce high quality and innovative pre-qualification grant, tender and business proposal documentation including management briefs, feasibility papers, budgets and final submission material.

- Conduct continuous quality assurance of all bid materials, to ensure these are compliant.
- Actively monitor tender opportunities, including local, state, and federal government, philanthropic and selected corporate websites.
- Conduct continuous review of funding submission policies and processes, seeking feedback and improvement opportunities to optimise success.
- Assist with and undertake timely and appropriate communication and liaison with funding bodies and other internal and external stakeholders.
- Lodge submissions and contribute to the preparation of reports for the Executive regarding the status of funding applications.
- Participate in the handover of successful applications to implementation teams.
- Demonstrate an understanding of and meet the requirements of the position and all performance expectations including:
 - Maintaining currency of knowledge with regards to relevant legislation, professional practice and emerging trends to ensure advice is current and effective.
 - Participating in other duties and cross-functional teams as may be required, in order to achieve efficient and effective **yourtown** services.
 - Participating in and meeting the expectations as agreed pursuant to the Organisational Performance Framework.
 - From time to time assist in other locations and travel intrastate, or interstate, as required.

at **yourtown** our team members:

- Adopt a culture of individual and organisational accountability, shared mission, mutuality of respect and responsibility, growth mindset and continuous improvement.
- Invest in their own ongoing professional development and leadership capability through active learning, seeking and giving feedback, and participating in **yourtown** leadership impact opportunities.
- Solve team and organisational problems using a super team approach leveraging cross functional capabilities and skills with diverse thinking to create a future ready workforce.
- Engage respectfully and meaningfully with Aboriginal and Torres Strait Islander communities, stakeholders, clients, and colleagues. Actively support initiatives identified in yourtown's Stretch Reconciliation Action Plan 2023 – 2025.

selection criteria

Essential knowledge, skills, abilities:

- Bachelor level degree from a university or other recognised tertiary institution and a minimum of three (3) year's relevant experience in sourcing funding opportunities and preparing grant submissions, tenders, and business proposals.
- Demonstrated analytical and prioritisation skills, particularly relating to the development of funding submissions.
- Demonstrated persuasive, succinct writing skills for a range of government, corporate and philanthropic audiences, and purposes, including the development of grants, tenders, business proposals, reports and procedures.



- Demonstrated high level research skills, including the ability to digest large amounts of information and summarise in a coherent manner.
- Project management skills related to the coordination of funding submissions, including budgets.
- Demonstrated communication and consultation skills, including interpersonal skills for liaison and negotiation across all levels of staff, and with people in a wide range of business and community settings.
- Ability to research, interpret and analyse data, and to prepare evidence-based reports for line and senior management.
- Strong time management skills and the ability to manage multiple and competing priorities.
- Proven ability to work effectively as a member of a team.

requirements

The Senior Bid Writer must always:

- Comply with the relevant state or territory requirements for working with children.
- Maintain satisfactory National Criminal History Check.
- Comply with **yourtown's** immunisation procedure.
- Demonstrate conduct compliant with **yourtown's** Code of Conduct.
- Maintain confidentiality and discretion in all matters.
- Align to the mutuality of safety and wellbeing for self and others in all **yourtown** workplaces and work-related activities.
- Uphold the **yourtown** safeguarding commitment in every aspect of their role.

Review and Version Control				
Version	Authorised by	Approval Date	Effective Date	Comment
V1.0	Jodie McAloney	14/02/2024	14/02/2024	Uplift from Bid Writer to Senior Bid Writer