

## **Job description and person specification for Freelance Grant Writer**

### **Job Title – Freelance Grant Writer (Eating Better alliance)**

Eating Better is an alliance of 60+ civil society organisations, working to accelerate a 50% reduction in meat and dairy consumption by 2030 and to create an environment where healthy and sustainable diets are accessible and affordable to all.

### **Purpose of the role**

We are seeking an experienced freelance grant writer to play a critical part in helping this small, but influential, organisation to diversify our income, move to scale and set us on the path towards a more sustainable future. You will be responsible for fundraising from Trusts and Foundations and part of a small core team working with the Executive Director.

### **Main duties and responsibilities**

- Investigate application requirements and liaison with funding bodies
- Research, develop and submit funding bids to priority prospects
- Coordinate bid development working closely with the Executive Director
- Ensure all funder records are accurate and up-to-date

### **Person Specification**

We are looking for an experienced Grant Writer who is flexible and able to meet the needs of a small growing organisation to enable them to have maximum impact.

### **Experience, knowledge and skills**

#### **Essential**

- A track record of eliciting four and five figure grants
- Ability to collate information and produce coherent and compelling funding bids and materials
- Strong written skills and the ability to adapt material to different audiences
- Attention to detail and high standards of accuracy
- Confident communicator and ability to develop working relationships with funding bodies
- Good interpersonal skills and evidence of strong cross team working
- Self-starter with ability to prioritise and work independently
- Excellent IT skills with evidence of working with relational databases and managing records

#### **Desired**

- Strong interest and some knowledge in environmental sustainability, food policy and public health

## **Terms**

We have developed a prospect list and set of materials to support the appointment. Ideally we are seeking someone to undertake this work on a part-time basis (2 -3 days a week) for at least six months from September 2021.

## **To apply**

Please send an expression of interest to [comms@eating-better.org](mailto:comms@eating-better.org) with your CV, a cover letter highlighting suitability for the role and experience, and contact details of two relevant assignments who could act as referees. If you have any queries about the role, please do not hesitate to contact us.

The deadline for the expression of interest is Friday 6th August at 5.00pm. We will interview shortlisted candidates on Thursday 12th August.

## **Access and inclusion**

Eating Better will always seek to appoint candidates most suitable professionally to undertake the work, basing our decision on the professional experience candidates can bring, their ability to bring a positive and professional approach to the role, and their ability to form positive and respectful relationships with colleagues, partners and supporters. To ensure we have the widest possible pool of candidates to consider, we positively welcome applications from minority and disadvantaged communities.

If you would prefer to withhold your name, age or other information which might identify your background and which you feel may expose you to discrimination, you are welcome to do so.