

**Job Title:** Project Development Officer

**Company:** Drumchapel Citizens Advice Bureau

**Location:** Flexible with some office working

**Job Type:** Full-time/ part time considered

**Salary:** £20,000 - £30,000 depending on experience

**Type of Contract:** Permanent

**Closing Date:** 5pm 10<sup>th</sup> March 2023

### **About the Role:**

We are seeking a highly motivated and dedicated Project Development Officer to join our team at Drumchapel Citizens Advice. The ideal candidate will have a passion for funding proposal development and bid writing, as well as a strong desire to make a positive impact in their community. The successful candidate will be responsible for leading on the development and submission of funding proposals to a range of funders, including government bodies, charitable trusts, and corporate sponsors.

This role may be ideal for a recent University graduate who is looking to start a career in bid writing and funding proposal development, someone with transferable skills who wants a change or an experienced Project Development Officer.

### **Key Responsibilities:**

- Understand the funding landscape and identify opportunities for funding
- Research and analyse funding opportunities and assess their alignment with the organization's goals and objectives
- Lead the development of funding proposals, including writing and editing text, gathering supporting materials, and coordinating with internal stakeholders
- Coordinate with external partners and collaborators as required
- Ensure all proposals are compliant with funder guidelines and meet Citizens Advice standards
- Work closely with the finance and monitoring and evaluation teams to ensure that budgets and impact statements are accurate and compelling
- Support the development and implementation of bid management processes and systems
- Keep abreast of the latest developments in funding and bid writing

### **Qualifications:**

- University degree in a relevant field (e.g. English, Communications, Marketing) or relevant work experience
- Strong written and verbal communication skills
- Excellent attention to detail and ability to work to tight deadlines
- Ability to work independently and as part of a team

- Strong research and analytical skills
- Knowledge of monitoring and evaluation and budgeting for funding proposals would be advantageous otherwise full training will be provided.
- Experience working with a charity or non-profit organization would be advantageous but not essential

### **How to apply**

To apply, please submit a CV and cover letter expressing your interest in this opportunity to Laura McMahon at [laura.mcmahon@drumchapelcab.casonline.org.uk](mailto:laura.mcmahon@drumchapelcab.casonline.org.uk)

Shortlisted candidates will be invited to attend an interview and required to submit in advance of the interview a written assignment to further showcase their skills. The assignment will consist of a 500-word piece on a topic to be confirmed.

Citizens Advice is an equal opportunity employer and welcomes applications from all qualified individuals. If you meet the qualifications outlined above and are passionate about making a difference in your community, we encourage you to apply.