



Job Vacancy

East Yorkshire Community Transport are looking for a Project Co-ordinator/Bid Writer.

The role will involve co-ordinating the current Lottery Funded Home 2 Hospital Project, and to research, write and submit detailed applications for Capital and Revenue funds to support our services. This will be an ideal opportunity for a driven individual to build networks and to establish, develop and maintain new funding initiatives for EYCT. An understanding of the Voluntary Sector would be an advantage.

Job Description and Person Specification are attached.

Job Title: Project Co-ordinator/Bid Writer.

Reports to: Management Committee of East Yorkshire CT.

Working Hours: 18 hours per week – can be Flexible.

Salary: £17,129 this will include a pension contribution from Employer.

Location: Mainly home based but some days based in Goole or Hornsea CT offices.

Contract: One Year fixed Term with the option to extend after one year.

Closing Date: Friday 27th May 2022

Please submit a Covering letter and CV by post or email to:

Christine Dales – Company Secretary
East Yorkshire CT
C/O Goole GoFar, 51 Carlisle Street, Goole, DN14 5DS

Email: eastyorkshirect@gmail.com



Role Purpose:

East Yorkshire Community Transport is looking for a Project Co-ordinator/Bid Writer. The role will involve co-ordinating the current Lottery Funded Home 2 Hospital Project, and to research, write and submit detailed applications for Capital and Revenue funds to support our services. This will be an ideal opportunity for a driven individual to build networks and to establish, develop and maintain new funding initiatives for EYCT. An understanding of the Voluntary Sector would be an advantage.

About Us:

East Yorkshire Community Transport (EYCT) was incorporated as a company limited by guarantee in 2008 by two community transport charities: Goole and District Community Transport Group (Goole GoFar) and North Holderness Community Transport Ltd (HART). EYCT currently operates with both Goole GoFar and HART as the only group members. This structured partnership promotes the sharing of company resources and information to aid the delivery of transport provision for both member organisations. EYCT creates a central resource to promote, connect and co-ordinate community transport services within the East Riding of Yorkshire and focus on reducing the barriers to transport that are evident in the East Riding of Yorkshire area.

Responsibilities:

- Oversee the current Lottery Funded Project, Home 2 Hospital project.
- Be able to write persuasive funding applications and reports.
- Recognise and understand funder and stakeholder needs.
- Approaching businesses, local authorities, trusts, and individuals to secure funding.
- Working to targets and Managing Budgets.
- Produce reports and Project updates to Funders.
- Have good IT skills, including Excel, Word, and Outlook.
- Be able to communicate and support colleagues.
- Coming up with new ways to acquire funding – through events, online advertising, or legacy-giving campaigns. You may need to manage communications and events for donors as well.
- Be able to communicate and present the charity in a professional and positive manner.
- Be collaborative and organised.

Person Specification

<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience of working in a Project Co-ordinator role, with knowledge and awareness of bid writing, fundraising and income generation techniques. ▪ Experience of researching and writing detailed proposals to obtain funding from various sources. ▪ Experience in collating and monitoring information for reports on grants from a range of funders. ▪ Experience of working both independently and as part of a team. 	Essential		CV /Interview
	Essential		CV /Interview
	Essential		CV /Interview
<p><u>Knowledge and Skills</u></p> <ul style="list-style-type: none"> ▪ Good Understanding and knowledge of Trusts, Statutory and Lottery funding, and the Voluntary sector. ▪ Good communication skills. ▪ IT literate with strong administrative and numeracy skills. ▪ Ability to build and maintain good relationships with colleagues and the wider community. 	Essential		CV /Interview
	Essential		CV /Interview
	Essential		CV /Interview
<p><u>Personal</u></p> <ul style="list-style-type: none"> ▪ Flexibility and a willingness to work occasional evenings. ▪ A commitment to equality of opportunity. ▪ Need to be able to develop relationships with a wide range of individuals, groups, and agencies. ▪ Flexible, adaptable, to be personable and confident. ▪ Need to be capable of motivating themselves and others to achieve objectives. ▪ Non-Judgemental. ▪ Ability to handle confidential matters professionally and with discretion. ▪ Full current driving licence. 	Essential		CV /Interview
	Essential		CV /Interview
	Essential		CV /Interview
	Essential		CV /Interview
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