



north east **sensory services**

achieving independence for blind & deaf people



Bid and Proposal Writer

Location: Flexible working across Aberdeen, Dundee, Angus and Moray, home working by arrangement

Hours: Full Time 36.25 hours per week

Salary: £28,000 - £33,000 (dependent on experience)

This post is subject to membership of the PVG scheme

Benefits:

Pension: 7% employers & 3% employee's

Annual Leave 32 days (includes 5 fixed and 7 floating public holidays)

Learning and Development opportunities

Employee Assistance Program

About NESS Services

Our Mission

Achieving Independence for Blind and Deaf People

Our Values

As an organisation, NESS needs to be effective, innovative, and competitive.

Our people work in a way that is professional, flexible and responsive and accountable.

Our Vision

A Scotland aware of the needs of people with sensory impairment, that includes them as equal participants in community life and offers them the opportunities available to all

North East Sensory Services (NESS) supports people living with a sensory loss in Aberdeen City, Moray, Angus and Dundee. Everything we do aims to work towards our mission of “achieving independence for blind and deaf people”. All our services are joint sensory services, so our staff support people with a significant sight loss, a hearing loss, sight and hearing loss, who are Deaf BSL users or who are Deafblind.

Living with a sensory loss can bring huge challenges and everyone with a sensory loss will have a different experience, requiring specific information and support. Our job is to provide our service users with the information, advice and support that they need, so that they can live the life they want with their sensory loss.

More information about our services is available on our website

www.nesensoryservices.org.

NESS is an equal opportunities employer and welcomes applications from all sections of the community. We particularly encourage applications from people with sensory loss or disabilities and guarantee an interview for all disabled applicants who meet the essential criteria for the job.



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Our five leadership qualities

- Capable: being good at what they do
- Committed: to our values
- Connected: being with others within and out with NESS
- Communicating: good at listening and influencing others
- Caring: generous and willing to support others

About the role

Working as a member of the fundraising team to achieve or exceed agreed annual income targets for NESS by securing funding from trusts, foundations, companies and wealthy individuals or any other suitable income streams.

You will:

- Identify suitable funding sources and make regular and one-off applications to fund existing and future projects.
- Draft business plans and develop proposals in support of project funding applications.
- Work as part of the fundraising and PR team.
- As part of the wider team, meet with and make presentations to potential funders.
- Assist the Chief Executive and SMT in the preparation of local authority tender submissions which may lead to the development of new and existing service level agreements for statutory services. You will be supported to achieve this if no prior experience.
- Take advantage of external networking opportunities to initiate and build productive relationships with potential supporters, including personnel in funding bodies such as trust funds e.g. the national lottery, local trusts as well as local authorities.
- In liaison with colleagues, support the implementation and monitoring of the Fundraising Plan for NESS.

- As a member of the Fundraising Team, ensure that all intelligence and activity on potential supporters are recorded and actioned appropriately.
- Keep up to date with trends in corporate and individual giving.
- With the Added Value Services Manager monitor and evaluate own progress against objectives taking corrective action where necessary to improve performance and achieve income targets.

Reporting

- In conjunction with appropriate managers, oversee the recording and submission of periodic monitoring and evaluation reports as requested by external funders.
- Maintain accurate records and keep donors updated on the work of the organisation.
- As member of the Fundraising Team, contribute to the preparation of financial and progress reports for the Chief Executive, Board and Finance Committee.
- As member of the Fundraising Team, contribute to newsletters, the annual report, website and other publications.

General Responsibilities

- Continue to develop your skills and knowledge through continuous professional development and supervision
- Collaborate effectively with colleagues within the organisation and external agencies and partners
- Adhere to NESS policies and procedures as described in the Staff handbook, including HR, organisational and health and safety
- Maintain confidentiality regarding sensitive information related to staff, service users, volunteers, supporters and partner organisations
- To undertake other such duties as may be reasonably required by the organisation
- Be prepared to travel independently

About you

- Ability to prepare and deliver business/project plans and presentations to potential funders. Support will be given if no prior experience in this fundraising discipline.
- Ability to analyse service requirements and identify gaps in funding provision.
- Ability to research UK wide trust funds and other funding sources which might potentially assist NESS including corporate and wealthy individuals.
- Ability to remain updated with regard to funding streams/fundraising trends.
- Superb communication skills.
- Ability to manage and prioritise workloads.
- Ability to work as part of a team and on own initiative.
- Ability to be flexible and adapt to different team settings.
- Ability to maintain records, as required, using Microsoft Office package (WORD, Excel and PowerPoint).

Application

To apply please complete the attached application form outlining your suitability for the role, your experience in , and your motivation for applying to Pam Smith, Support Services Manager, at pam.smith@nesensoryservices.org

We advise you to refer to the 'About you' section and use this to explain your suitability for the role in your application. The more you can relate your skills and experience to this role, the higher the likelihood of progressing to the interview.

To find out more about the role you can also contact Sheila Ogden, Added Value Services Manager, Sheila.ogden@nesensoryservices.org with any questions.

Application deadline is 12 noon on Friday 10th October 2025.

Interviews

Interviews will take place at our head office in Aberdeen. You will be asked to give a 5-10 minute presentation related to the role and this will be followed by questions linked to the role and responsibilities listed.

Interviews will take place on Tuesday 28th October 2025.



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