

Grants & Bids Volunteer

Role Description

Role Title:	Grants & Bids Volunteer
Report to:	Income Generation Lead / CEO
Team:	Income Generation
Hours:	Flexible; 3–4 hours per week
Location:	Remote
Overall Commitment:	We ask for a minimum commitment of 3 months

Main purpose

The Grants & Bids Volunteer will support Dorset Mind in securing funding from trusts, foundations, grant-making organisations, and other funding bodies. By researching opportunities and supporting the development of high-quality funding applications, you will play a key role in helping Dorset Mind continue to deliver and expand vital mental health services across Dorset.

This role is ideally suited to someone with previous experience in grant fundraising, bid writing, funding research, or proposal development who is looking to use their skills to make a meaningful difference within their local community.

Key Responsibilities

- Research and identify suitable grant and trust funding opportunities.
- Review funding criteria and assess suitability against Dorset Mind's services, projects, and strategic priorities.
- Maintain a pipeline of funding opportunities and upcoming deadlines.
- Monitor funding databases, websites, and newsletters for new opportunities.

Grant Writing & Applications

- Support the preparation, writing, and submission of grant applications.
- Draft compelling funding proposals, project descriptions, and supporting narratives.
- Review and edit existing funding applications and supporting documents.
- Work with staff to gather information, statistics, case studies, budgets, and impact data required for applications.
- Assist with presentations and supporting documentation where required.

Grant Writing & Applications

- Maintain accurate records of applications, deadlines, outcomes, and funder communications.
- Contribute ideas and recommendations to improve fundraising and grant-seeking activity.

- Attend volunteer meetings and contribute feedback, suggestions, and updates.
- Work collaboratively with Dorset Mind staff and volunteers to maximise funding opportunities.

What We Are Looking For

We are looking for someone who wants to make a real difference to mental health across Dorset. This role would suit an individual with previous experience in grant fundraising, bid writing, trust fundraising, funding research, or proposal writing.

You will be proactive, organised, and confident working independently to identify funding opportunities and support the development of compelling applications. Strong written communication skills are essential, along with the ability to research effectively and manage deadlines.

This role offers flexibility, autonomy, and the opportunity to make a tangible impact. Training and support will be provided where required.

What we offer

- Dorset Mind Induction and Mandatory Training
- Safeguarding Training
- Mental Health Awareness Training
- Regular supervision provided
- Ongoing support and development
- Access to previous applications, organizational data and funding resources
- Flexible volunteering

What you'll gain

- Experience supporting charity income generation and fundraising strategy
- Further development of grant writing and bid-writing skills
- Insight into the charity and voluntary sector
- Experience working with funding opportunities, impact reporting, and project development
- Networking opportunities with Dorset Mind staff and volunteers

Person Specification

KNOWLEDGE & UNDERSTANDING	
Understanding of grant fundraising and bid writing processes	Essential
Understanding of how charities secure and manage funding	Essential
Awareness of the charity and voluntary sector	Desirable
Understanding of Dorset Mind's mission and services	Desirable
Awareness of mental health issues and community wellbeing	Desirable
EXPERIENCE	
Previous experience researching funding opportunities	Essential
Experience writing or supporting grant applications, bids, or funding proposals	Essential
Experience gathering and presenting information clearly and accurately	Essential
Experience working within a charity or not-for-profit organisation	Desirable
Experience using funding databases or grant search platforms	Desirable
SKILLS & ABILITIES	
Excellent written communication skills	Essential
Ability to write clear, concise and compelling content	Essential
Strong research and analytical skills	Essential
Ability to interpret funding guidance and eligibility criteria	Essential
Strong organisational and time management skills	Essential
Ability to manage multiple deadlines and use initiative	Essential
Ability to communicate confidently with a range of stakeholders	Essential
Proficiency in Microsoft Suite and online research tool	Essential
Strong attention to detail and accuracy	Essential

Ability to work collaboratively as part of a team	Essential
---	-----------