

# Bidwriter

(Intern 5 hours a week)

## **URGENT - JOB OPPORTUNITY AT ZUBEDA WELCOME**

Are you passionate about improving people's lives and have a keen interest in working in the charity sector? Want to use your talent to help the Ummah?

### **About The Internship Role**

We are looking for someone to join us as our new Bid writer Intern. This will be an exciting and rewarding internship, giving you valuable experience across key areas within a UK based charity.

You will be joining us at an inspiring time as we are now a registered charity in the UK. We are at the stage of solidifying our work processes and procedures that will strengthen the organisation's future, to a more resilient one.

You will receive mentorship as part of this internship. You will be matched with an individual with experience in the charity sector to guide you with your career moving forward.

### **Summary of role:**

As a bid writer you are an integral part to help us access funding that will allow the charity to run and help more children.

- Research fundraising opportunity (bids, grants through private and government funds).
- Work closely with Operation assistant and Council Relationship Officer to complete funding application forms.
- Update bid/grant tracker on shared google drive of any new opportunities and links of draft forms completed for review
- Submit applications before deadlines and follow through stages of the process, collaborating closely with Operations assistants for any supporting documents required.

### **The ideal candidate will:**

- Be excited to gain hands-on experience in the UK charity sector
- Have great communication skills; both written and verbal
- Sharing updates on shared drive via Google Workspace
- Weekly 15 mins debrief with CEO via Google Meet
- Be sensitive and empathetic

- Be proactive and able to use initiative and prioritize his/her work
- Able to react quickly and flexibly in order to adapt to a fast-paced role and take advantage of new opportunities
- Committed to learning
- Flexible working
- Reliable
- DBS certificate

If you believe you would add value to Zubeda Welcome but don't meet all the criteria above, we would still love to hear from you.

### **About Zubeda Welcome**

Now in our 5th year of serving refugee children, for the first time as a registered charity, our focus turns to the madrasa needs of all refugees across the UK as well as the asylum seekers who are housed temporarily in a given location as they await their fate.

Zubeda Welcome is committed to meet the Islamic education needs of all the refugees and asylum seekers across the UK, but won't achieve this alone. We will need the support of many other charities, donors, funders and refugee support groups across the nation to connect the dots and make this happen! Visit our website for more information [zubedawelcome.org](http://zubedawelcome.org)

### **What We Can Offer You**

- A flexible approach to working arrangements.
- Mentoring program - you will be paired with a mentor that has experience in the charity sector, they can provide guidance on your career moving forwards
- Bank holidays

### **How to Apply**

Please complete a short application on our website where we ask a few key questions about your skills, reasons for applying to this internship and how you would bring value to Zubeda Welcome.

Salary: Unpaid 4 Months (subject to funding the role may become paid)

Hours: 5 hours a week (occasional evening and weekend hours)

*Zubeda Welcome reserves the right to extend or close this vacancy early without warning subject to the volume of suitable applicants. Due to the large number of applications that we receive, we are unfortunately unable to provide feedback on your application.*

