

# Associate Bid Development Lead







## An Introduction to George House Trust



**George House Trust is a charity with a clear vision for a world where HIV holds no-one back. Originally established in 1985 as Manchester AIDS Line, we've evolved over the years and we now provide a comprehensive range of services and support for people living with and affected by HIV.**

We now offer more than 30 different services spanning everything from wellbeing, welfare and financial support. A big focus for our work is on social connectivity and innovative projects supporting people across a range of different issues including ageing well with HIV, supporting those with complex lives and promoting inclusion.

We currently employ 29 people and we're supported by 150 volunteers. Our organisational purpose is 'inspiring people living with HIV to live healthy and confident lives' and we're looking for someone to join our movement and share our purpose to make a positive change for people living with HIV.

### Who we support

George House Trust supports people living with and affected by HIV. Our work includes supporting partners, families, friends, colleagues and employees.

Young, old, newly diagnosed or living with HIV since the early 1980s, our team are wholly focused on person-centred and individual outcomes so that people can live well.

**2,658**  
**PEOPLE LIVING WITH  
HIV SUPPORTED BY  
OUR PEOPLE**

“

My life was on the edge. I had a lot going on. I was able to pour everything into the counselling. It helped me so much. Now I am in a very good place, looking forward to the future. KAI

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## Associate Bid Development Lead – *freelance opportunity*

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George House Trust is looking for an experienced and successful bid writer to join our team as an **Associate Bid Development Lead**.

This new *freelance role* will support George House Trust in developing successful applications to trusts, foundations and other funders, including corporate funding bodies and developing bids and tenders to strengthen and develop our offer for people living with HIV.

The Associated Bid Development Lead will work closely with the Chief Executive, the Head of Services and the Head of Fundraising, Communications and Engagement, increasing our portfolio of grant and contract/funded projects.

### PURPOSE OF THIS ROLE

The purpose of this role is to secure new investment through a range of grant funding and other bid writing opportunities to strengthen the offer and support available for people living with HIV.

### Focus of this freelance role

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The Associate Bid Development Lead will:

- collaborate with the Senior Leadership team on horizon scanning, identifying opportunities to fund our work.
- develop compelling and enlightening submissions to secure new investment.
- be motivated by achieving financial targets, as this will be a focus of the role.
- report to the Chief Executive.

### The knowledge, skills and experience we're looking for

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We are looking for someone with;

- experience of writing successful bids for a range of different funders.
- experience of working with and/or within a small charity or social enterprise.
- an understanding of HIV and the operational landscape.
- an ability to translate service level data and information into a compelling case for support.
- technically competent in bid exploration, creation, development and submission.
- good organisational and project management skills.
- someone who will embrace George House Trust's values and purpose in their work.



## Details of the opportunity

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The details of the opportunity are as follows:

- The start date is 'Summer 2025' and we have allocated funding until 31st March 2026 initially.
- The total available funding for this Associate Bid Development Lead opportunity is **£6,000** inclusive of all costs [please note: any additional associated travel and bid development costs will be met by George House Trust, as agreed in advance].
- This freelance role will report to the Chief Executive and will work closely with the Head of Fundraising, Communications and Engagement.
- The successful contractor will sign a formal Freelancer Agreement with George House Trust where Intellectual Property rights will be agreed.
- A monthly activity and highlight report will be required [no more than one side of A4].

## Process

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Please express your interest in this opportunity by writing to the Chief Executive, Darren Knight outlining in no more than **1,500** words how you meet this brief and will embrace this opportunity, including the number of hours you will allocate to this work.

Please email your completed expression of interest [EOI] to [recruitment@ght.org.uk](mailto:recruitment@ght.org.uk) by **30th June 2025**. If you've got any questions about the role and opportunity, please email [recruitment@ght.org.uk](mailto:recruitment@ght.org.uk) in advance of the deadline for submissions.

We regularly review applications and reserve the right to close an advert early if we identify suitable candidates. To avoid disappointment, submit your application as soon as possible.



George House Trust  
75-77 Ardwick Green North  
Manchester M12 6FX

T: 0161 274 4499  
W: [www.ghet.org.uk](http://www.ghet.org.uk)



@georgehousetrust



@georgehousertrst