



Admin and Bid Writing Assistant
Sunshine of Hounslow and Ealing Community Interest Company

Job Description

Job Title: Admin and Bid Writing Assistant

Employer: Sunshine of Hounslow & Ealing CIC

Salary: Can Negotiate

Hours: Part-time

Holiday entitlement: Can Negotiate

Location: 295 Cheswick High Road, Cheswick, W4 4HH

About Sunshine of Hounslow and Ealing CIC:

Sunshine of Hounslow and Ealing CIC is a community-based charity dedicated to improving the lives of individuals who are isolated or living with mental and physical disabilities. We do this by providing access to horticultural activities, including food growing, and other outdoor events that foster social inclusion, personal development, and well-being. We also offer indoor activities such as yoga, swimming, art work, and sewing sessions. Our mission is to create a welcoming, supportive environment for individuals to engage with nature, connect with others, and enhance their physical and mental health.

Position Overview:

We're looking for someone to help with our admin, accountancy and writing funding applications/bid writing. Should have good communication, IT and research skills.

We are seeking an organised and detail-oriented Admin and Bid Writing Assistant to support the charity's day-to-day admin operations. This key role involves providing administrative support across various functions, including maintaining accurate financial records, managing documentation, and helping to prepare funding applications. The successful candidate will play a crucial part in ensuring the smooth running of the charity's operations by assisting with administrative tasks and contributing to the charity's fundraising efforts. This is an excellent opportunity for an individual looking to develop skills in both administration and fundraising in the charity sector.

Key Responsibilities:

- **Administrative Support:** Provide general administrative assistance to the charity, ensuring that day-to-day operations run efficiently. This includes managing correspondence, scheduling meetings, writing meeting minutes, maintaining office systems, and handling phone and email inquiries.
- **Financial Administration:** Assist with basic accountancy tasks, including processing invoices, tracking expenses, and updating financial records to support the charity's budget management and reporting.
- **Bid Writing & Grant Applications:** Support the preparation and submission of funding applications, including writing clear and concise grant proposals, researching potential funding opportunities, and ensuring all deadlines are met.

- **Data Management:** Maintain accurate records of funding applications, donations, and other important documents. Ensure all data is entered and stored securely, in compliance with data protection regulations and confidentiality.



- **Event & Project Support:** Provide administrative support for events and community projects, including preparing materials, coordinating logistics, and liaising with participants and volunteers.
- **Compliance & Reporting:** Ensure all administrative processes comply with relevant regulations and standards, and support the team in preparing reports for funders, stakeholders, and regulatory bodies.

Person Specification:

Essential Skills and Experience:

- Competence with office software such as Microsoft Word, Excel, and Outlook.
- A strong understanding of office management and organisational processes
- Strong written and verbal communication skills, with the ability to write clear, professional documents, including reports and grant applications.
- Experience in supporting the preparation and submission of funding bids or grant applications.
- Familiarity with basic accounting principles and maintaining financial records
- Excellent attention to detail, ensuring accuracy in data entry, documentation, and correspondence.
- Strong organisational skills with the ability to prioritise tasks and manage multiple deadlines effectively.
- Understanding of data protection regulations and commitment to maintaining confidentiality.
- Ability to work collaboratively in a team, with a proactive approach to problem-solving and initiative.
- Strong interpersonal skills, with the ability to communicate effectively with a variety of stakeholders, including staff, volunteers, and external partners.

Desired Skills and Experience:

- Previous experience working in the charity sector, especially in administrative or fundraising support roles.
- Experience in researching funding opportunities and preparing grant proposals for charitable organisations.
- Basic knowledge of horticultural or community engagement activities is a plus, but not essential.
- Ability to work independently with minimal supervision and demonstrate flexibility in managing varying workloads.

To Apply:

Please email your CV, along with a cover letter detailing your relevant experience and motivation for applying, to Sharnjeet Bhalla at sunshineofhounslow@gmail.com or Gagan Ruprah at gagan.ruprah@hotmail.com

Closing date: 31/08/2025