

Fundraising / Bid Writer Volunteer Remote and/or Uxbridge

The Farsi Action Foundation (FAF) is a registered UK-based charitable organisation, established in 2014, it is a predominantly volunteer-driven organisation providing free advice in Persian/Farsi and English across England and Wales and offering in-person support at its cultural centre in Uxbridge. Alongside promoting Farsi culture through events, celebrations, poetry, language lessons, and academic initiatives, the foundation also supports students in Afghanistan by expanding access to education and creating cultural centres and libraries in underserved areas. FAF advance education, promote human rights, support community integration and address social and mental health challenges. FAF has grown from a grassroots initiative into a multifaceted organisation driven by community engagement and the dedication of local volunteers.

Volunteers are at the heart of everything we do, helping us deliver compassionate, high-quality services to the public.

Main purpose of the role: We are seeking a Policy Writer to work remotely or within our office in Uxbridge.

- Identifying suitable funding opportunities
- Preparing strong, compelling applications

This role plays a crucial role in helping FAF t grow and sustain its services and directly contributes to expanding our projects.

Key tasks:

- Research and identify grant opportunities from trusts, foundations, local authorities, and other funding bodies.
- Review eligibility criteria and assess which opportunities best align with FAF's mission and programmes.
- Draft, edit, and submit high-quality grant applications, ensuring clarity, accuracy, and alignment with funder requirements.
- Gather relevant information from volunteers and staff to support funding proposals (budgets, project descriptions, impact statements, statistics).
- Maintain a database of current, past, and potential funders.
- Track submission deadlines and manage a simple funding calendar.
- Assist in developing template responses and reusable application materials for future bids.
- Contribute to reporting on secured grants where needed (impact summaries, case studies, financial updates).

Skills required:

Essential:

- Strong written communication skills with the ability to craft clear, persuasive narratives.
- Good research abilities and attention to detail.
- Organised, reliable, and able to manage deadlines.
- Ability to work independently and handle confidential information.

Desirable:

- Experience in grant writing or fundraising.
- Understanding of the UK charity sector and basic funding principles.
- Awareness of community-based services, cultural work, or advice-giving organisations.

Person specification:

- Committed to the values of compassion, inclusivity, and service to the Farsi-speaking community.
- Self-motivated, proactive, and keen to contribute meaningfully.
- Collaborative and comfortable communicating with diverse volunteers and staff.
- Passionate about helping FAF grow and achieve long-term sustainability.

Commitment required:

- Flexible, ideally 6-8 hours per week.
- Minimum of 6 months.

Training and support given:

- Full induction of FAF.
- Support and access to necessary information will be provided.

Volunteers are valued members of the Foundation, and their contributions help shape the organisation's future and impact.

Benefits for you:

- Valuable experience in charity fundraising and grant writing.
- An opportunity to play a direct role in expanding culturally significant and community-focused programmes.
- Insight into how a volunteer-led organisation operates and supports vulnerable communities.
- A sense of achievement from helping secure resources that make a real difference.

Other:

- Travel expenses can be claimed with proof of a transportation ticket or mileage accrued.
- A Disclosure and Barring Service (DBS) check is NOT required for this role.
- You may need to complete an additional form/ paperwork for FAF.
- You must be aged 18 years and over to carry out this role.

To apply for this role:

A H4ALL application form must be completed. Please note we require two references.

To obtain an application form:

- Visit www.h4all.org.uk and download or print an application form
- Email volunteerhub@h4all.org.uk to request an application form to be sent to you by email or post
- Telephone 01895-676-111

Send your fully completed application form by:

- Email to volunteerhub@h4all.org.uk

Post to H4All, Volunteer Hub, Key House, 106 High Street, Yiewsley, UB7 9BQ

You may wish to have a conversation with FAF prior to applying for this role, which can be arranged.