

Mental Health Matters

Job Description

Post Title: Bid & Tender Writer
Responsible to: Business Development Manager
Reporting to: Director of Development

Job Purpose

To work as part of the Development Directorate with a focus on bid & tender writing, service development and growth. Develop key relationships externally with buying organisations and internally with operations colleagues to develop innovative solutions to market need.

The post holder will have excellent communication skills and analytical ability, they will have a commercial understanding and be able to identify gaps in provision and model service/product design.

Duties to include.

- Understanding and interpreting customer needs from meetings, wider research, ITT content and interpreting this into an effective, winning bid
- Participation in key meetings to ensure bid solutions and content exceed customer needs, show innovation, and best practice.
- Writing high quality, customer focused bids from start to finish, including format, look, and other bid content.
- Working with MHM subject matter experts to obtain latest best practice and turn this into clear and persuasive content.
- Editing and proof-reading bids
- Participation in production of presentations related to bids.
- Ownership of lessons learned and development of best practice content for bid library and development.
- Take a proactive role in pre-bid/tender meetings with the Bid Team and other key personnel.

Governance

- Ensure all MHM governance arrangements are adhered to.
- Manage an effective mobilisation and implementation of all new services in preparation for operational handover.
- Complete all project plans and assurance documentation.
- Ensure due diligence is in place and work with Corporate Services to ensure all policies and procedures are up to date and adhered to

General

- Maintain up-to-date knowledge of legislation, national and local policies in relation to policy direction and practice.

- Take responsibility for own health and safety and the health and safety of colleagues, customers, and the general public.
- Ensure that your line manager is fully informed of any issues, which may affect the quality-of-service provision.
- To attend all relevant meetings both internally and externally
- To attend all supervision sessions or notified meetings where relevant.
- To attend all mandatory training sessions

All employees have a responsibility to undertake training and development as required.

They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees. All employees have a responsibility of care for their own and others health and safety.

This job description is not exhaustive and is subject to continuous change, in consultation with the post holder. Please note this job description gives a statement of the general purpose of the job and provides an outline of the duties and responsibilities involved.

This does not constitute a contract of employment.

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Core Competencies

These will include being able to demonstrate knowledge of:

How to be non-judgemental

How to promote anti-discriminatory practice

How to maintain confidentiality

How to promote equality and diversity

How to engender empowerment and well-being

How to promote equal opportunities

How to ensure service users are treated with dignity and respect as part of ethical practice

General:

1. To actively promote a positive image of Mental Health Matters.
2. To actively promote mental health issues positively
3. To ensure good communications both within Mental Health Matters and external agencies.
4. To attend all supervision sessions or notified meetings where relevant.
5. To attend all mandatory training sessions.
6. To contribute to the development of best practice within the service.
7. To maintain up-to-date knowledge of legislation, national and local policies, and procedures in relation to Mental Health and Primary Care Services.
8. All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.
9. It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
10. To promote and implement MHMs Equality Policy in all aspects of employment and service delivery.
11. To maintain the confidentiality of all electronically stored personal data in line with the provision of the Data Protection Act.

Finance:

1. To ensure that all authorisation procedures are adhered to in line with Mental Health Matters finance authorisation procedures.
2. To ensure the flow of relevant information to the Finance Department.

Communication & administration:

1. To keep all relevant records and information pertaining to area of responsibility and report information, where necessary your line manager, whilst working within the agreed administration procedures.
2. Ensure that your line manager is fully informed of any issues, which may affect the quality-of-service provision.
3. To attend all relevant meetings both internally and externally.
4. To provide reports as and when required.

Risk Assessment:

1. Must follow all risk assessments plans.
2. Must report any area of risk and/or changes or concerns.
3. Must review and update all risk assessments.
4. Must carry out risk assessments for your caseload and have these verified/authorised by your line manager.
5. Must liaise with third parties regarding risk and risk assessments.

Guardian 24:

1. You must register with Guardian 24 (G24) and use in every lone working situation.
2. You must report immediately any faults, problems or concerns regarding G24 to your line manager.

Mental Health Matters

Person Specification

	Essential	Desirable	Assessed by
Qualifications	Degree Level Qualification or equivalent. Or Minimum 3 years' experience within the sector.	Management Training Qualification	Application Form
Experience	<p>Experience of business development in the voluntary and community sector</p> <p>Experience of successful large scale Bid Management and Bid Writing</p> <p>Evidence of developing strategic partnerships and business relationships</p> <p>Proven ability to network and engage.</p> <p>Experience of researching, analysing, and using market intelligence to identify growth opportunities.</p> <p>Proven ability to communicate clearly in difficult and complex situation.</p> <p>Experience in risk assessment</p>	<p>Experience of working in Mental Health services</p> <p>Evidence of providing leadership in challenging and crisis situations</p> <p>Experience of budget setting and management</p>	Application Form Interview
Skills and Knowledge	<p>Able to influence and work internally with colleagues and externally with partner organisations.</p> <p>Demonstrate high standards in written and verbal communication/presentation.</p>		Application Form Interview

	<p>Ability to make decisions.</p> <p>Able to develop good professional relationships with staff, service users, working partners and the general public.</p> <p>Project Management skills and ability to deliver to deadlines.</p> <p>Excellent IT skills in word processing, spreadsheets, PowerPoint, Visio, and email. MHM uses Microsoft Office applications.</p> <p>Understanding of the Mental Health sector and relevant policy</p> <p>Understanding of the Bid process within Health and Social Care</p>		
Personal Attributes	<p>Able to work as a member of a team and from own initiative.</p>		<p>Application Form Interview</p>