

Bid Writer

About us

The Citizens Advice service is made up of a national body and a network of around 300 local organisations.

We are Citizens Advice Mid Mercia (CAMM) — an independent charity providing advice, health and legal services across Derby, Derbyshire, East Staffordshire, Tamworth, Birmingham, Coventry and beyond. We also deliver national remote services.

We are a values-led, forward-thinking, growing organisation with a strong track record of securing funding for a wide range of services. Our funding team submits multiple successful bids each year, making this an exciting opportunity to build your career in bid writing.

About the role

To support our growth, we are looking for a talented and motivated Bid Writer to join our high-performing funding team and help secure funding that enables our services to support thousands of people across our communities.

This is an exciting opportunity for someone with around 2–4 years' experience in bid writing who is looking to further develop their career in public sector tendering.

You may already be contributing to larger bids or managing smaller submissions and are now looking to build your expertise in commissioning, service design and competitive tendering. You'll work closely with an experienced Proposal Manager and bid team, as well as colleagues across operations, finance and partnerships in a supportive and collaborative environment.

Why join us?

- Be part of a successful and growing funding team delivering a wide range of bids
 - Gain exposure to public sector contracts and large-scale tenders
 - Work primarily remotely, with flexibility built into the role (including monthly team meetings and occasional planning meetings at one of our Derby/ Derbyshire offices)
 - Receive structured support and development, including mentoring from an experienced Proposal Manager
 - See the direct impact of your work in securing services that support people across the region.
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What you'll do

Bid writing and content

- Write, edit and improve tender responses and supporting documents
- Develop clear, concise, and persuasive content demonstrating impact and outcomes
- Create supporting materials such as case studies and summaries

Collaboration and information gathering

- Work with colleagues across funding, operations, finance and partnerships to gather information
- Translate service delivery information into clear, structured written responses
- Support collaboration with partner organisations on joint bids

Bid coordination and submission

- Support the coordination of tenders, timelines and requirements
- Upload and submit bids and supporting documentation
- Maintain accurate bid records

Research and insight

- Research funders, services and local need to inform responses
- Support the development of evidence-based content

Continuous improvement

- Learn from feedback on successful and unsuccessful bids
 - Develop your understanding of commissioning and tender processes.
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About you

Essential

- Approximately 2–4 years' experience in bid writing
- Experience of contributing to or supporting high-quality written submissions (e.g. bids, tenders, funding applications)
- Strong writing, editing and proofreading skills
- Ability to understand complex information and present it clearly and concisely
- Good organisational skills and ability to manage multiple deadlines
- Ability to work collaboratively with colleagues across teams
- Proficient in Microsoft Office.

Desirable

- Experience of public sector tendering or commissioning processes
 - Knowledge of health, social care, advice or community services
 - Experience working in or with the voluntary sector
 - APMP Foundation (or willingness to work towards).
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Terms and conditions

- Salary: £35,000 – £40,000 (dependent on experience)
 - Location: Hybrid — primarily home-based, with occasional travel to offices (Derby/Swadlincote)
 - Contract: Permanent
 - Hours: 37.5 hours per week
 - Reports to: Proposal Manager
 - Start date: ASAP
 - Probation period: 6 months
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Benefits

- 28 days annual leave plus bank holidays
 - Up to 5% pension contribution
 - Ongoing learning and development opportunities.
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Application process

Our two-stage process includes:

1. Informal telephone conversation with the hiring manager
2. In-person interview.

Please send your CV and a short statement outlining your interest in the role and how your experience meets the criteria to staff@citizensadvicemidmercia.org.uk.

For an informal discussion before applying, please contact Debbie Hilton-Barber dbarber@citizensadvicemidmercia.org.uk.

Citizens Advice Mid Mercia values diversity, promotes equality, and challenges discrimination. We welcome applications from people of all backgrounds.

Our CORE values:

Communicate: We will be consistent, positive, passionate, and listen.

Ownership: We will be accountable, make a difference, meet deadlines, keep promises and have solutions.

Respect: We will be honest, work with integrity, trust each other, be fair, tolerant and stand for equality.

Effective: We will deliver quality, focus on detail and be professional.