



Here for young people
Here for communities
Here for you

Bids & Commercial Development Lead

Recruitment Pack



Welcome from our Chair of Trustees and Chief Executive

Our charity is growing rapidly to help meet the increasing needs in our society. If you would like to make a difference to the local children, young people and families who need it most, then this could be the moment to bring your experience and drive to our fast-paced and ambitious Christian charity. As we grow, we need even more expertise and cutting edge thinking to ensure lasting impact is made in more people's lives.

As part of the National and International YMCA family, our focus has always been to help young people belong, contribute, and thrive in body, mind and spirit – and at YMCA Chiltern Group, we're poised to step this up another gear. Still in the early part of our ambitious five-year strategy, we're bursting with potential and ready to launch into the next phase of our development that will see us grow beyond a £50m turnover. What really matters is the impact that money can have – we'll grow our colleague team to over 800, diversify to new geographical areas, develop services in new sectors and expand to support more than 200,000 people each year.

At YMCA Chiltern Group, we are passionate about creating lasting change for the people and communities we serve. As we continue to grow, we are looking for an exceptional Bids & Commercial Development Lead who can turn new opportunities into sustainable income and greater impact.

We are seeking an experienced and driven individual to lead the development of compelling tenders, funding applications and commercial proposals. Bringing together strong writing, commercial insight, evidence and service expertise, this role will help us pursue the right opportunities, improve the quality of our submissions and secure the resources needed to reach more people and strengthen our services.

YMCA has a rich Christian heritage stretching back more than 180 years. We ask that all colleagues are comfortable working within our Christian ethos and upholding our values of Respect, Compassion and Growth.

We're welcoming, inclusive and try to enjoy ourselves even while doing serious work. If you share our Vision and Values and could bring the skills, experience and energy to support our mission, then we would love to hear from you.



Bishop Richard Atkinson OBE, Chair

Guy Foxell, CEO

Welcome to YMCA Chiltern Group

YMCA Chiltern Group enables people to develop their full potential - body, mind, and spirit.

Guided by our Christian values, we create supportive, energising communities that are open to all, where young people can truly belong, contribute, and thrive.

We deliver a wide range of programmes and services that address the challenges facing local communities, ensuring opportunities for young people at every stage - from apprenticeships and work experience to youth work and childcare.

Working with people of all ages, faiths, and backgrounds, we are part of an international movement that spans more than 120,000 communities worldwide.

For over 140 years, YMCA Chiltern Group has served local communities, reaching thousands of people every day and making a lasting impact on lives.

Last year we helped over

 **270,000**

local people a year

**Belong, Contribute and
Thrive**

We champion RESPECT
so everyone can BELONG

We show COMPASSION
So everyone can CONTRIBUTE

We inspire GROWTH
So that everyone can THRIVE





YMCA England & Wales and World YMCA

YMCA Chiltern Group is an independent charity which is a part of the oldest and largest youth-focused movements in the world.

The YMCA movement was founded in 1844 and now operates in 120 countries, reaching over 65 million people. YMCA associations are strongly rooted in their communities and offer a variety of programmes and services based on local priorities and issues affecting young people and their communities.

World YMCA's goal is to be the global youth empowerment organisation and partner of choice: empowering, inspiring and mobilising young people to find and share their voice on the issues that matter to them and to the world.

YMCAs in England and Wales are part of the national movement. Together, we intensively support 375,000 young people every year, ensuring each young person we meet has an opportunity to belong, contribute and thrive.

Who we are

For over 140 years, YMCA Chiltern Group has been inspired by Christian values to belong, contribute and thrive. We now work across Hertfordshire, Bedfordshire, Buckinghamshire, Oxfordshire and beyond creating places where children, young people and adults can belong, contribute and thrive through housing, support services, community programmes and opportunities that change lives.



What we do

Communities

Our Community Hubs provide welcoming spaces where people can connect, take part in activities and improve their health and wellbeing. Through community programmes, cafés and opportunities to get involved, we help people build relationships and feel part of their local community.



Housing

One YMCA provides safe, affordable supported accommodation for people experiencing or at risk of homelessness. With personalised support focused on each resident's strengths and aspirations, we help people develop the skills, stability and confidence needed for independent living.



Therapeutic and Specialist Services

Our Therapeutic and Specialist Services provide confidential support for people affected by domestic abuse and sexual violence, alongside mental health support for young people. Through counselling, play therapy, therapeutic groups and practical guidance, we help individuals process their experiences, build confidence and move towards recovery.



Family Support

Our Family and Early Years services support children and their families from pregnancy through to starting school. Through Family Centres, our Community Nursery, support groups, activities and tailored support, we help children to have the best start in life; supporting families to successfully navigate challenges and enabling them to thrive.



Youth Services

Our youth services are there through the celebrations, the challenges, and the big decisions. From youth groups to one-to-one support, life skills and employability, mentoring and advocacy, we help young people build confidence, discover their strengths and believe in themselves for what comes next.



Chaplaincy

Our chaplains offer inclusive emotional, spiritual, and practical support to everyone across our YMCA communities. They provide a compassionate presence, a listening ear, and a non-judgmental space where people of all beliefs and backgrounds can find comfort, guidance, and connection.

We helped local people Belong, Contribute and Thrive in 2025/26



284,046
nights of safe and
secure sleep



833
children and young
people actively
engaged at Airplay
Clubs run by One YMCA



16,814
attendances
at Airplay
activities run by
One YMCA's
Youth Team



70,646
families registered
with our
Family Support Service



304
days average
length of stay in
our supported
accommodation



469
residents
moved on
into settled
accommodation



123,127
sessions supporting
residents to regain
their independence



1,861
domestic and
sexual abuse
survivors
supported



257
young people
supported by
Signpost
Counselling



5.4%
energy reduction
in addition to a
4.8% reduction in
the previous
year



1,381
vulnerable individuals
supported to escape
rough-sleeping and
avoid homelessness



17,789
volunteer hours
delivered



11,405
young people's
voices heard
through the
Dignify School
Survey



2,512
young people
engaged in
Dignify's Healthy
Relationship
workshops



222
residents boosted their
health and wellbeing
through our Project
Resilience programme

Our Strategy

Twenty by 30

Twenty by '30 is YMCA Chiltern Group's strategy for creating more impact by doing **more and better, together**. Rather than changing what we do, the strategy focuses on strengthening, growing and connecting our services so that more people can belong, contribute and thrive.

Through 20 strategic priorities, we are improving quality, expanding our reach, listening to the people we support, investing in our colleagues, and building stronger partnerships to maximise our impact across communities.



The Role

Main Purpose

YMCA Chiltern Group delivers housing, family, youth, health, wellbeing and community services across Herts, Beds, Bucks, Oxon and beyond.

The Bids & Commercial Development Lead leads the development of high-quality funding, tender and commercial submissions that generate sustainable income and support organisational growth.

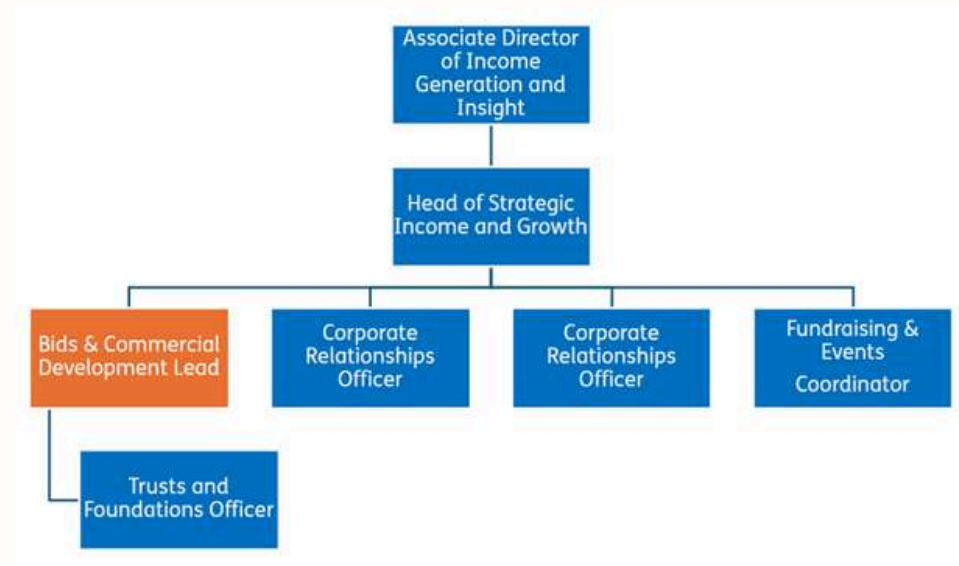
The role acts as the organisation's centre of excellence for bid development, commercial proposition design and tender governance. Working with operational leaders, Finance and the Head of Strategic Income & Growth, the postholder ensures opportunities are assessed, prioritised and progressed through robust processes that maximise income, impact and long-term sustainability.

By bringing together service expertise, evidence, pricing and compelling writing, the role will strengthen the quality and competitiveness of YMCA Chiltern Group's submissions and build organisational readiness for future opportunities.

Where this role fits in

As part of our management team, you will be a key member of the Strategic Income & Growth department, reporting to the Head of Strategic Income & Growth and supporting the development of our Trusts and Foundations Officer.

You will work closely with Heads of Service, Finance and colleagues across YMCA Chiltern Group, bringing people and ideas together to create strong bids, tenders and commercial proposals. Together, you will help secure the sustainable income we need to reach more people, strengthen our services and make a lasting difference in our communities.



Bid development and tender management

Lead the coordination, development and submission of tenders, contracts, grant applications and commercial proposals aligned with organisational priorities. Ensure submissions are compliant, evidence-based and clearly demonstrate quality, value for money and social impact. Success will be evidenced through bid win rates, income secured, contract retention and quality assessment scores.

Commercial opportunity development

Identify and assess commercial and funding opportunities, coordinate go/no-go decisions and focus resources on activity with the strongest strategic and financial return. Provide market intelligence and commissioning insight to support future decisions. Success will be reflected in pipeline growth, conversion and improved prioritisation.

Bid governance and quality assurance

Own bid governance, approvals, resource planning and quality assurance. Maintain templates, evidence libraries and submission tools, embedding learning from successful and unsuccessful bids. Success will be evidenced through stronger submissions, reduced compliance risk and improved efficiency.

Funding propositions and service development

Work with operational colleagues to shape fundable service models, outcomes frameworks, delivery approaches, pricing and mobilisation plans. Translate impact data, beneficiary insight and performance evidence into compelling cases for support. Success will be reflected in stronger propositions and improved funder feedback.

Pipeline management and reporting

Maintain oversight of the funding and tender pipeline, providing accurate forecasting, performance reporting and insight from identification through submission and outcome. Success will be evidenced through timely progression, reliable reporting and achievement of income targets.

People and stakeholder management

Line manage the Trusts and Foundations Officer and build productive relationships with commissioners, funders, partners and internal stakeholders. Set clear objectives, support development and promote income generation as a shared responsibility. Success will be seen through target achievement, strong collaboration and positive relationships.

Person Specification

Bids & Commercial Development Lead

Qualifications

- Degree-level qualification or equivalent professional experience.
- Relevant business development, commissioning, procurement, fundraising or project management training would be advantageous.
- Full UK driving licence and access to a vehicle.

Skills

- Significant experience leading successful tenders, grants or commercial submissions.
- Genuine creativity to make proposals stand out and ability to write in a way that truly reflects our values, purpose and voice.
- Experience managing complex projects and coordinating multiple stakeholders.
- Experience of commissioning, procurement or funding environments; charity, public, health, housing or community sectors advantageous.

Experience

- Exceptional proposal writing and ability to translate complex information persuasively.
- Strong commercial awareness, analytical ability and financial understanding.
- Excellent planning and project management, delivering to tight deadlines.
- Confident influencing senior stakeholders and managing competing priorities.

Attributes

- Highly organised, proactive and attentive to detail.
- Collaborative and relationship-focused, balancing strategy with delivery.
- Committed to quality, innovation and continuous improvement.
- Committed to YMCA Chiltern Group's values, mission and long-term sustainability.



YMCA Chiltern Group's Competency Framework



- I show emotional awareness with all stakeholders at all levels.
- I anticipate the impact of my decisions upon the staff who implement them.
- I celebrate achievements across the whole of YMCA Chiltern Group.
- I coach my senior staff to achieve our goals through their own merits.
- I improve EDIB at both team and organisational level.



- I balance the demands of service with the lives of our staff and service users.
- I recognise the impact upon colleagues when managing organisational change.
- I take accountability for tough decisions but consider emotions and feelings.



- I plan strategically and communicate a clear vision to my teams.
- I set ambitious goals and resource these to make them achievable.
- I set and monitor KPIs, taking action to drive continual improvement.
- I innovate when current approaches are not working and make agile changes when this is not enough.



Equality, Diversity and Inclusion

Statement of Intent from YMCA Chiltern Group's Board of Trustees

YMCA Chiltern Group is committed to creating a truly equal and inclusive environment. The people we support are diverse individuals and so are we. We aim to recruit and retain great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes us stronger.

At YMCA Chiltern Group we are an inclusive organisation and actively promote equality of opportunity for all with the right mix of talent, skills, and potential. We do not discriminate on the basis of Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/Maternity, Race, Religion/Belief, Sex and/or Sexual Orientation. We encourage applications from all backgrounds, communities, and industries, and are committed to having a team that is made up of diverse skills, experiences, and abilities.

We challenge all forms of discrimination and social injustice, and we work to educate and enlighten.



Application Process

Applicants who meet the essential criteria will be shortlisted and invited to attend an interview with a panel.

The interview process will provide an opportunity for candidates to demonstrate their skills, experience, and alignment with our organisational values.

References will be requested at the interview stage, and all offers of employment will be subject to the receipt of satisfactory references.

In addition, the successful candidate will be required to undergo a Disclosure and Barring Service (DBS) check prior to the confirmation of employment

For further information or to arrange an informal discussion please contact:

Human Resources
Email: recruitment@ymcacg.org

Thank you for your interest in the Bids & Commercial
Development Lead position.

We look forward to receiving your application and
discussing how you can contribute to our success.

www.ymcacg.org



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