



**Allkind**

# Business Development Coordinator

2026



[www.allkind.org.uk](http://www.allkind.org.uk)

Registered charity, no. 29270



**Allkind**

# Welcome

Dear Candidate,



Thank you for your interest in working at Allkind.

This is a genuinely exciting moment to join us. In December 2024, we merged two brilliant organisations into one. Since then, we've been building towards something bigger. In April 2026, we became Allkind, a charity that puts kindness at the heart of mental health support for all kinds of people, of all ages.

We've spent four decades listening to our communities and know that mental health need has never been greater. What we know is that there's no one-size-fits-all when it comes to mental health. So, we work with people at their pace, in a way that suits them, across the whole mental health spectrum. Last year, we supported over 22,000 people, but we want to reach more.

We work alongside the NHS and local commissioners to deliver care that's modern, outcome-focused, and built around real lives. We're ambitious about what's possible, and we're building the team to match.

Joining us means joining a team that's growing fast and making a difference every single day. Our retention speaks for itself. People join us and stay because they're driven by the impact we have.

If you're ready to be part of this new chapter, we'd love to welcome you.

Simon Thompson,  
CEO

A handwritten signature in black ink that reads "Simon Thompson". The signature is written in a cursive, flowing style.

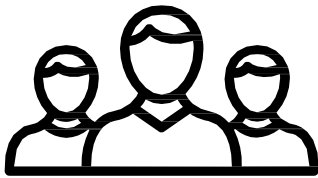
## About us

With the need for mental health support at an all-time high, choice is shrinking and services are being stretched. We believe everyone deserves better.

At Allkind, we offer support across the whole mental health spectrum for people of all ages, from infants to older adults. We've been listening to our communities for over 40 years, and it's clear there's no one-size-fits-all when it comes to mental health care.

We're determined to make sure all kinds of people are supported through their mental health challenges, so they can live the life they deserve. Welcome to mental health support with kindness at its heart.

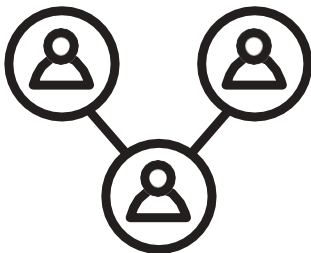
## Our Values



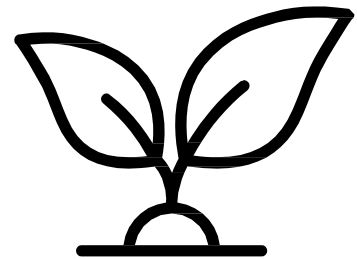
Make way for everyone



Be the anchor



Make lasting connection



Grow with purpose

## What we do

- We work alongside the NHS and local authorities to provide mental health support that makes a real difference in people's lives. By focusing on early support, we help people get the right care sooner, while continuing to stand beside those living with more complex mental health challenges.
- Our services reach across London, supporting people of all ages and backgrounds. We're part of the communities we serve, and many of our services are shaped and led by people with lived experience. Decades of listening mean we understand what local people need and can respond in ways that feel relevant and personal.
- We're practical, responsive and focused on making support accessible. Our experienced and compassionate team brings specialist skills alongside empathy and understanding, creating trusted spaces where people feel safe to seek help.



# Our Team

We're looking for thoughtful, motivated people who care about making a difference to join our team. Together, we work towards a shared goal: making mental health support kinder, more accessible and shaped around people's lives.

At Allkind, you'll be trusted to grow, contribute your ideas and make meaningful decisions. We want everyone who works with us to feel supported to develop, both professionally and personally.

Kindness, openness and inclusion sit at the heart of who we are. We work alongside communities who face unequal access to support, so we welcome applications from people with lived experience of mental health challenges or social disadvantage.

We want our team to reflect the rich diversity of the communities we serve and strongly encourage applications from people from ethnically diverse backgrounds.

## Senior Management Team



## **JOB DESCRIPTION**

<b>Job Title:</b>	Business Development Co-ordinator
<b>Salary:</b>	£31,900
<b>Hours of work:</b>	37.5 hours
<b>Accountable to:</b>	Chief Operating Officer
<b>Functional Responsibility:</b>	Business Development
<b>Job Purpose:</b>	To provide high-quality co-ordination, research and administrative support to the Business Development function, ensuring effective preparation, organization and submission of bids, tenders and funding opportunities

### **Job Summary:**

The Business Development Co-ordinator plays a central role in supporting the identification, preparation and submission of tender opportunities. The postholder will oversee key administrative processes, maintain business development systems, undertake research, coordinate internal communication, and support effective delivery of tender activity.

### **Main Responsibilities**

#### **Portal and Pipeline Support**

- Monitor tender portals daily and highlight relevant opportunities.
- Download, summarise and organise tender documents, deadlines and specifications.
- Support completion of bid/no-bid assessments using internal templates.
- Oversee the tenders' portals log in spreadsheet and maintain access to each portal
- Upload ITT documents/ PSQ and other attachments to the tender portal for submission

#### **Tender Preparation and Coordination**

- Assist with collation, formatting, proofreading and uploading of tender responses.
- Regularly update the 'live tracker' document
- Drafting list of method statements and respondents for each question for tender
- Coordinate internal meetings and timelines for tender development.
- Liaise with colleagues to gather necessary supporting documents, and policies.
- Maintain version control and support quality assurance processes.
- Book appropriate staff members to attend market warming/engagement events and add to their calendar

- Register interest in specific opportunities on the portal and download ITT documents/circulate and Submit clarification questions
- Respond to post-tender clarification questions from the commissioner on the portal (with input from other staff)

### **Research and Intelligence**

- Conduct research to support service modelling, competitor analysis and marketing understanding.
- Track need assessments, commissioning changes and industry developments
- Maintain competitor and market intelligence templates.

### **Systems, Tracking and CRM**

- Maintain the tender CRM system and tender inbox.
- Update tender pipelines, outcome logs and insight trackers.
- Maintain filing systems, resource libraries and previous tender responses, onto SharePoint and Teams where appropriate.
- Create and manage new teams channel and folders per tender and inviting appropriate staff members involved

### **Reporting**

- Support creation of reports for SMT, including pipeline updates and outcome data
- Assist in identifying themes and trends in business development activity.

### **Administration**

- Organise meetings, maintain bid calendars and support team coordination activities
- Provide administrative support to the Business Development team when required.

### **Compliance and Continuous Improvement**

- Support quality checks to ensure submissions meet compliance requirements.
- Contribute to tender learning reviews and organisational improvement
- Ensure compliance with internal policies including data protection and quality standards.

## PERSON SPECIFICATION

Element	Description	Essential/desirable
<b>Qualifications</b>	Educated to A-Level, diploma, or equivalent experience.	E
	Degree-level qualification or working towards	D
<b>Experience</b>	Experience in an administrative or coordination role	E
	Experience supporting bids, tenders, fundraising or business development	D
	Strong MS Office skills including Word, Excel, SharePoint	E
	Experience maintaining systems, trackers or CRM tools	D
	Research or data-gathering experience	E
<b>Skills/Competencies</b>	Excellent organisational and time management skills	E
	High attention to detail and accuracy	E
	Strong written and verbal communication skills	E
	Ability to work to deadlines and manage competing tasks	E
<b>Specific Attributes</b>	Proactive, positive and solution-focused approach	E
	Willingness to learn and develop	E
	Flexibility around deadlines where required	E

No job description can cover every issue which may arise within the job at various times, and you would be expected to carry out other duties from time to time, which are broadly consistent with that description.

### **Benefits of working with us**

- Hybrid/flexible-working if role permits
- Generous annual leave plus bank holidays
- Learning and development opportunities
- Free eye test and possible contribution to glasses
- Ride to Work – Interest Free Loan over a 12-month period, monthly deduction from salary
- Employee Assistance Programmes
- Interest-free loan

### **How to apply**

- **Deadline for submission** is Monday 8<sup>th</sup> June 2026 at 12pm
- **Interview date:** 15<sup>th</sup> and 22<sup>nd</sup> June 2026
- **Contact for enquiries about the role:** David Evers, COO, [devers@allkind.org.uk](mailto:devers@allkind.org.uk)
- We reserve the right to close the application window early and without notice should a suitable number of applications be received.

**Get in touch!**

[www.allkind.org.uk](http://www.allkind.org.uk)

020 7259 8100

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