

# **Lead Bid Writer**

## **Candidate information pack**

**Together we make it possible**



**Affinity**  
Trust

# We are Affinity Trust.

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Affinity Trust is a social care provider and charitable organisation working in England and Scotland. With more than 30 years of experience, we specialise our support to people living with learning disabilities, autism, and other assessed needs.

Since we were established in 1991, we have been steadily growing and expanding our services to ensure that more people can live an active and fulfilling life.

Our organisation is a registered provider with the **Care Quality Commission** in England and the **Care Inspectorate** in Scotland.

We are a registered charity in **England and Wales** and in **Scotland** and operate as a company limited by guarantee registered under the Companies Act of 1985.

## Our approach

At Affinity Trust, we are all about possibilities.

The people we work with have goals to achieve and milestones to reach.

We plan, communicate, and deliver with and alongside people, not for or in place of them.

By challenging harmful assumptions and championing positive change, we empower people to live the life they choose.

We build meaningful relationships and make connections in our communities. We are bold, passionate, and creative in exploring different ways of doing things.

At Affinity Trust, it is possible to live your life, your way.

It is possible to feel ambitious and supported. Courageous and reassured. Independent and encouraged.

It's not one or the other.

**Together we make it possible.**



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# Purpose

**Our purpose is supporting people to live their lives, their way.**

# Our values



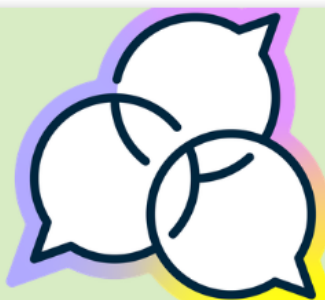
**People are at the heart of everything we do.**

We listen, we learn, we build on strengths



**We give our best.**

What we do matters. Good days and bad. We take responsibility.



**We work together.**

We are one team and value people's strengths and differences. We are open and trusting with each other.



**We have courage.**

We try new things. We are creative and adaptable.

# Lead Bid Writer

## Job description

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**Responsible to:** Head of Bids and Tendering

### **Job Purpose**

To support Affinity Trust in achieving growth and development by identifying tendering opportunities and submitting high-quality tenders for viable new services.

### **Key Responsibilities**

1. To identify, research and attend briefings on tender and bidding opportunities.
2. To read tender documentation and specifications, evaluating the potential and strategic fit of new services and summarise tendering opportunities for consideration by the Divisional Director and Director of Business Development & Innovation.
3. To undertake project management and lead on the process of tender submissions as required, including hosting kick-off calls and working with appropriate colleagues and the Head of Bids and Tendering.
4. To produce and submit high quality bids, pre-qualification questionnaires and tenders according to agreed Affinity Trust standards and protocols.
5. To liaise with commissioners to seek information/clarification during the tender process.
6. To respond to post-submission clarifications requested by the commissioner.
7. To gain and collate feedback and evaluations for all tenders and bids submitted and apply learning for all future bids.
8. To identify new and emerging trends in tender requirements and report/collate these as per the agreed Tender Team process.
9. To work with the Head of Bids and Tendering and others to produce new or develop existing tools and guidance to support colleagues to produce high quality bids and tenders.
10. To work with others to continue to develop our case studies, stories and examples for use in tenders and proposals.
11. To support Divisional Directors and other relevant people in preparing high quality presentations to commissioners and other bodies in response to opportunities as they arise.

12. To keep abreast of local and national policy and guidance, identifying trends and provide briefings to the Head of Bids and Tendering on potential opportunities for growth and development.

13. To maintain up-to-date and accurate records of tendering activities to support continuous improvement.

## Person Specification

Factor	Essential	Desirable
<b>Skills, Competency &amp; Values</b>	<ul style="list-style-type: none"> <li>• Ability to prepare high-quality bids and tenders</li> <li>• Ability to understand complex, lengthy documents and identify the most pertinent information contained in them</li> <li>• Ability to write clear, concise and compelling tender responses.</li> <li>• Able to work with finance and operational staff to support them with information to the preparation of detailed costings for bids and tenders to ensure viable new business</li> <li>• Ability to be flexible and creative</li> <li>• Ability to consider and respond to feedback from tenders to improve future bids</li> <li>• Ability to communicate effectively and present sometimes complex information in an accessible way</li> </ul>	
<b>Education and Qualifications</b>	Educated to degree level or equivalent in an Arts subject	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• High standard of written English</li> <li>• Local authority and NHS procurement processes</li> <li>• The tendering process</li> <li>• High-level understanding of MS Office - skills in Word, Excel, PowerPoint, Teams</li> </ul>	<ul style="list-style-type: none"> <li>• Some knowledge of the health and social services sector, in particular learning disabilities</li> <li>• Knowledge of local authorities and government structures</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of submitting successful bids and tenders</li> <li>• Experience and competency in leading multi-disciplinary teams in the bid writing process</li> </ul>	<ul style="list-style-type: none"> <li>• e-procurement/bidding processes</li> <li>• Experience of partnership working and development</li> </ul>

<b>Other Specific Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise competing demands</li> <li>• Ability to meet deadlines and submit high-quality bids under pressure</li> <li>• Ability to demonstrate constructive working with colleagues</li> <li>• Desire to remain professionally competent and up-to-date</li> <li>• Ability to inspire confidence from colleagues</li> </ul>	
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## Next steps

# Are you ready to join us?

### Salary and Benefits

The salary for this role is £45,000 pro rata, and we are offering it on a 0.6 FTE part-time basis, working from home Wednesday through Friday.

33 days annual leave pro-rata (including bank holidays), which we increase the longer you are with us.

- Cycle2Work Scheme
- We offer Wagestream - a money management app that gives you access to a percentage of your pay as you earn it
- Blue Light Card - All work and no play is not fun, so enjoy discounts in your favourite shops, restaurants, travel and great days out, provided at no cost to you
- A 24-hour Employee Assistance Programme for you and your family members
- Life Assurance and Pension scheme
- Company-funded health cash plan
- Ability to buy/sell additional holiday

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