



Development Manager

Job pack

Thanks for your interest in working at Citizens Advice Mid Mercia. This job pack should give you everything you need to know to apply for this role and what it means to work at Citizens Advice.

In this pack you'll find:

- Our values
- The role profile and personal specification
- Terms and conditions

Want to chat about this role?

If you want to chat about the role further, you can contact Ashley Canner by emailing acanner@citizensadvicemidmercia.org.uk or calling 07495391527

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



The role

Citizens Advice Mid Mercia (CAMM) has experienced a period of significant growth, expanding the support we provide across our communities. We are committed to developing innovative, accessible services that empower people to overcome challenges and improve their lives.

We are now seeking a creative, versatile and solutions-focused Development Manager to help us build on this momentum and support to deliver our vision.

The Development Manager will play a key role in driving forward CAMM's growth strategy. You will lead and coordinate the end-to-end bid process, ensuring the development and submission of persuasive, high-quality proposals.

Alongside securing new opportunities, the role will also support the mobilisation of successful bids, working with colleagues to ensure new services are delivered smoothly and effectively.

This role includes managing a Bid Writer, deputising for the Head of Development in their absence, and contributing to the wider Funding Team's success.



Key Responsibilities

Proposal Development & Bidding

- Lead and coordinate the tender and funding bid process, ensuring deadlines and compliance requirements are met
- Collaboration with operational teams and, where necessary, external organisations to develop robust service delivery models aligned with commissioner/funder requirements
- Write compelling, persuasive, and tailored bid content in line with funder requirements
- Maintain up-to-date knowledge of commissioning and funding trends relevant to the charity sector

Team Leadership & Collaboration

- Line manage, develop, and support a Bid Writer within the Funding Team
- Deputise for the Head of Development during periods of absence, providing leadership and continuity across the team
- Work collaboratively with internal teams to capture service innovations and evidence of impact that strengthen bids
- Support organisational strategy development through market and funder insight

Service Mobilisation & Management

- Collaborate with the Head of Operations and Implementation to ensure smooth mobilisation of newly secured services
- Contribute to project planning and set-up, ensuring contract expectations are met from the outset
- Potential to oversee and contract manage new services, where required



Person specification

Essential Skills & Experience

- Proven experience in bid management and writing successful funding proposals
- Experience of project management and strong organisational skills, with the ability to manage multiple deadlines
- Ability to build strong relationships with internal and external stakeholders
- A problem-solving, solutions-focused mindset
- Experience of line management or supporting colleagues' development
- Excellent written and verbal communication skills
- Full UK Driving License and access to own vehicle

Desirable Skills & Experience

- Knowledge of commissioning and funding processes in the voluntary/community or public sector
- Experience of service mobilisation or project implementation
- Awareness of Citizens Advice services and values



Terms and conditions

Location: Hybrid Working – Predominantly from home with the ability work from of our offices (Swadlincote and Derby) depending on service needs.

Pay Scale: £35,000 - £40,000, dependent upon experience

Employment Status: Permanent

Reports to: Head of Development

Work Pattern: 37.5 hours per week

Start Date: asap

Probation Period: 9 months – with possible extension if performance review is required.



What we offer

- 28 days annual leave plus bank holidays.
- Up to 5%, salary sacrifice, pension contributions.
- Ongoing professional development opportunities, including development loans.
- Access to Employee Assistant Programme.



How to apply

Please visit our website for an application form and job guidance notes here:

<https://www.citizensadvicemidmercia.org.uk/vacancies/>

We look forward to receiving your application. Please do contact us if you have any questions on staff@citizensadvicemidmercia.org.uk.

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

Deadline: 5pm on 5th September 2025

Shortlisting: 10th September 2025

Interviews: 17th and 18th September 2025