



Bid Writer

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:

- Overview of Citizens Advice and Citizens Advice Mid Mercia
- The role profile and personal specification
- Terms and conditions
- Our values
- 3 things you should know about us

Want to chat about this role?

For an informal chat about the role, contact Emma Crosby (ecrosby@citizensadvicemidmercia.org.uk) or Debbie Hilton-Barber (dbarber@citizensadvicemidmercia.org.uk), sharing your telephone number and preferred contact time.



The role

Citizens Advice Mid Mercia (Camm) are a growing organisation with a diverse portfolio, including multiple public sector health and social care services, alongside our traditional advice services. To support our continued growth, we are seeking an experienced Bid Writer to join our established funding team. The successful candidate will be required to develop persuasive, compelling, compliant bid responses that support our expansion into existing and new markets.



Role profile

- **Proposal Development:** Write, edit, and develop high-quality bid responses, ensuring that they effectively communicate Camm's goals, strategies, and desired outcomes.
- **Collaboration:** Collaborate closely with operations managers, finance, and other relevant staff to gather information, data, budget details, and develop service delivery models, necessary for bid submissions.
- **Stakeholder Engagement:** work alongside partners to co-develop joint applications/tenders, gathering information as needed.
- **Content Creation:** Create compelling content, such as case studies, diagrams, and impact reports, to support high quality responses.
- **Feedback:** Actively seek feedback on both successful and unsuccessful proposals to inform future bids and to improve overall quality standards.



Person specification

Essential:

- Evidence in producing high quality bids for public sector health or social care contracts (preferably within a charity or not-for-profit environment) with strong focus on attention to detail.
- Strong understanding of commissioning processes and frameworks
- Strong research and analytical skills to identify and evaluate funding opportunities and tender requirements.
- Excellent organisational skills and ability to manage complex tenders, precise scheduling and multiple and shifting priorities.
- Ability to work collaboratively with the funding and development team and subject matter experts to ensure all available are captured within the written submission and sufficiently evidenced where possible.
- Excellent proficiency in MS Office.
- Possession of a full driving licence and use of a car.

Desirable

- APMP Foundation (Practitioner or Professional level desirable)
- Knowledge of relevant service areas (e.g. health, social care, community services, and advice)



Terms and conditions

Location: Hybrid Working – a few days per week from one of our offices (Swadlincote and Derby) and a few days from home depending on service needs.

Pay Scale: £30,000 - £35,000 dependent upon experience

Employment Status: Permanent

Reports to: Development Manager or Proposal Manager

Work Pattern: 37.5 hours per week

Start Date: asap

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



What we give our staff

- 28 days annual leave plus bank holidays.
- Up to 5% pension contribution.
- Ongoing professional development opportunities.
- 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.

Citizens Advice Mid Mercia values diversity, promotes equality and challenges discrimination. We encourage and 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



3 things you should know about us

1. We're local and we're national. We have 6 national offices and offer direct support to people in around 300 independent local Citizens Advice services across England and Wales.

2. We're here for everyone. Our advice helps people solve problems and our advocacy helps fix problems in society. Whatever the problem, we won't turn people away.

3. We're listened to - and we make a difference. Our trusted brand and the quality of our research mean we make a real impact on behalf of the people who rely on us.



Overview of Citizens Advice

The Citizens Advice service is made up of Citizens Advice - the national charity - and a network of around 300 local Citizens Advice members.

This role sits our network of independent charities, delivering services from

- over 600 local Citizens Advice outlets
- over 1,800 community centres, GPs' surgeries and prisons

They do this with:

- 6,500 local staff
- over 23,000 trained volunteers

Our reach means 99% of people in England and Wales can access a local Citizens Advice within a 30 minute drive of where they live.

