



What you will do

Working as part of a national team, you will have primary responsibility for writing and coordinating high quality submissions that support national and regional growth targets alongside business retention.

You will be responsible for supporting growth through developing positive relationships with internal and external stakeholders; and customers of the bid writing function. You will understand the context of their customers' needs and respond accordingly.

You will be able to manage a fluctuating workload and have demonstrable skills to manage multiple tender submissions simultaneously.

You will act as a quality control check on tender submissions, ensuring good practice and peer reviewing bids and providing feedback to colleagues on areas that could develop and strengthen other bids outside of your own.

At times you will need to be able to lone work and self motivate.

You will need to work with several different IT systems internally and externally.

About you
Knowledge of
how LD
assessment
processes and
funding
streams

What you will bring

Established writing skills with an ability to produce high quality, well structured and tailored responses to bids.

Good people skills, co-ordinating with operational colleagues to achieve the desired outcome.

Evaluate and filter opportunities to ensure alignment with strategic plans.

You will understand Social Value and what this means in our sector.

Your experience

You will have demonstrable bid writing experience.

An understanding of social care procurement practices



More about the role

- This role will report to the Bid Manager
- The post holder will be in regular contact with operational colleagues to ensure bids are completed accurately and in a timely manner.
- The post holder will work with operational colleagues to guide them through a comprehensive due diligence process.

Join the team and be part of an organisation passionate about making the UK the best place for people with a learning disability to live happy and healthy lives.

What will Mencap give you

Flexible working conditions

Flexible hours and location of work.

How to apply

Please apply with an up to date CV that demonstrates your skills and experiences relevant for this position.

If you require any further information please contact our Recruitment Team on
01733 246699

Who you can expect to work with

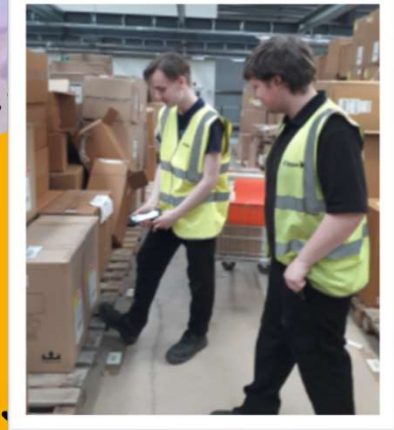
BD Team

Service
Managers

Operations
Team

Finance
Team

Legal Team



Mencap's values and how they apply to this role

We are

Passionate
about making
the world a
better place

You will be passionate about how you and your team can improve the lives of the people with a learning disability, reflecting always how you and your team can learn and improve

We are

Inclusive
of everyone

You will be inclusive by making sure that you support all Mencap colleagues and volunteers. Within your team you will work to make sure all voices are heard, and different views listened to

We are

Brave
we challenge
and try new
things

You will be brave by encouraging people to have big ideas about what would make their team the best place to work, and you will test things out and learn from mistakes

We are

Positive
in our work
and with each
other

You will be positive in how you work with your team. You will encourage them to share their own ideas and encourage honest and open conversations about what could be better

We are

Kind
to everyone

You will be kind and considerate in all your interactions, and will call out any behaviour that is not, so that people feel it is a safe place to work