

Department: Fundraising and Financial Inclusion

Bid Writing and Business Development Lead

Salary - Up to £29,500 (Pro-rata based on 35 hours)

Part-time – 17.5 hours per week – Fixed Term Contract until 2026

Our offer to you

We pride ourselves on being a great workplace that provides a supportive culture with opportunities to grow and develop your career, achieve a healthy work-life balance, and be recognised for your excellent work. You will receive:

- A competitive salary and pension scheme
- 28 days holiday (plus bank holidays pro rata)
- Hybrid, Flexible working
- Health and Wellbeing portal – access to health and wellbeing support and an Employee Assistance Programme

About Us

This is a fantastic opportunity to join a team of 9 employees and over 400 volunteers, united by our goal of crisis food prevention through essential parcels, financial inclusion, training, and campaigning. As a charity with a rich heritage and a long history of serving humanity, we are proud of our past and excited about creating a robust, safer, and more resilient future.

Stoke on Trent Foodbank works at the heart of communities, supporting and enabling guests to access emergency food, financial inclusion, and mental health support. We do this by developing and providing effective crisis response and outreach services. We use our longstanding expertise to empower people with our vital support network and confidence to call for action involving our Volunteers, Community Advocates, Stakeholders and Young Ambassadors.

Job Summary

This is an exciting opportunity to join Stoke-on-Trent Foodbank's Bid Team. The successful candidate will lead the end-to-end bidding process, supported and overseen by the Director of Services. Up to six-figure tender responses across various business areas will be expected, as will opportunities that arise in partnership. The role of the Development Lead will support the organisation in achieving revenue targets, business growth, and strategic objectives by ensuring the completion of high-quality tenders within the stipulated timeframes. Every opportunity to drive growth helps us support and deliver more initiatives throughout the city.

You will develop and maintain a bid library, tender pipeline, and supporting processes, sharing best practices and lessons learned from won and lost bids. You will also analyse tender trends and recommend improvements or changes to optimise the number of bids we can tender.

You will be driven and self-motivated, with a proven track record in producing high-quality and timely tender submissions. A team player with excellent communication and writing skills, you will also possess the ability to prioritise, plan, and coordinate projects accurately and assess financial risk, which is an essential part of this role. Previous experience working within the charity sector is desirable.

Required Knowledge, Skills & Experience

- Experience in managing, writing, or coordinating bids, tenders, proposals, or grants
- Strong project management skills, with the ability to prioritise work to tight deadlines
- Ability to work under pressure, working on multiple simultaneous deadlines
- Understanding of what makes a winning proposal and the ability to see a bid through a client's eyes
- Research and analytical skills to understand the commercial context of opportunities and how we can add value
- In-depth knowledge of tender and proposal processes, with knowledge of public sector procurement as an advantage
- Good copywriting skills and attention to detail
- Excellent spelling and grammar
- Influencing skills to help and advise internal partners at each stage of the tender and proposal process
- Continuous improvement attitude – sharing knowledge and best practices in workshops and training sessions
- Approachable and personable with an ability to build relationships quickly

About the Role

Lead the Bid Management process, ensuring all bid applications meet deadlines and have undergone appropriate levels of scrutiny. Chair and organise bid introduction meetings with internal and external stakeholders. You will need to liaise with the Director of Services in a timely and organised fashion and ensure all bids are consistently high in quality to meet the needs and expectations of the business.

- You will also, where required, need to lead writing, creating and preparing expressions of interest, prequalification questionnaires, ITT responses and standalone proposals and presentations, working closely with operational/technical specialists within the organisation.
- Lead on the creation and support of bid presentations, including the preparation through to participation of delivery to key decision-makers
- Maintain the Bid library working with functions and the operation to collate relevant, up-to-date supporting information for proposals, ensuring its accuracy and accessibility
- Complete the bid/no bid tool and agree with key stakeholders to ensure that any tenders align with the relevant departments' strategy and operational capability.

To learn more about us, visit www.stokeontrent.foodbank.org.uk or follow us on our socials.

For an informal chat about the position, please get in touch with Corrine Boden at 077323 51898

The closing date for this vacancy is 15/12/2024 and interviews will take place on 19/12/2024. However, we reserve the right to close it early if we receive a high volume of applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Values

We value life-giving relationships and believe that they form the context in which our core values operate

Integrity	We value integrity, which guides us in all our dealings, both in public as well as in private.
Generosity	We value generosity as a way of life.
Compassion	We value compassion as Faith in Action, which finds its origins in the teachings of Jesus the Christ.
Humanity	We value people as God's treasured masterpieces and so we endeavour to treat them with dignity, respect, acceptance and love.

Person Specification

Requirements		Essential	Desirable
Skills / Experience / Knowledge	An understanding of the issues relating to the beneficiaries of the Stoke-on-Trent Foodbank	√	
	Ability to plan, organise and manage a new and innovative project	√	
	Strong evidenced interpersonal skills and abilities to work with and motivate individuals and volunteers	√	
	Understanding and evidence ability to work with vulnerable people	√	
	Developed networking, motivational and interpersonal skills	√	
	Developed organisational, administrative and monitoring skills, accuracy and attention to detail	√	
	Excellent written and oral communication skills	√	
	Experience in maintaining relevant administrative records and providing statistical information, including keeping audit trails as necessary	√	
	A knowledge of the various agencies and partnerships which work within communities		√
	IT Skills: word-processing, spreadsheets, database, etc	√	
Driver with a clean driving licence	√		
Personal Qualities	Agree and support the values of the Stoke-on-Trent Foodbank	√	
	Self-motivated and able to work under their own initiative as well as within a team	√	

	Sensitive to and able to respond appropriately to the needs of people	√	
	Ability to motivate others, inspire change and encourage and facilitate participation and engagement	√	
	Ability to work under pressure and to deadlines	√	
	Willingness to work flexibly within a developing environment with a 'can do' attitude	√	
	Ability to lead and work as part of a team	√	
	Value and respect all the people who come into contact or work within the Stoke-on-Trent Foodbank	√	

Stoke on Trent Foodbank is committed to increasing our team's diversity and ensuring we best reflect the diversity of the communities we serve. At S-o-T Foodbank, everyone is valued and supported to thrive; we have several networks, including Multicultural, Disability, and Accessibility. We do not tolerate discrimination and engender a sense of belonging for all by creating an environment of mutual respect where we value unique differences and demonstrate authentic allyship. We believe passionately in equality, diversity, and inclusion.