

Head of Bids and Tendering

Candidate information pack



We are Affinity Trust.

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.



Together we make it possible

Purpose

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

Our values



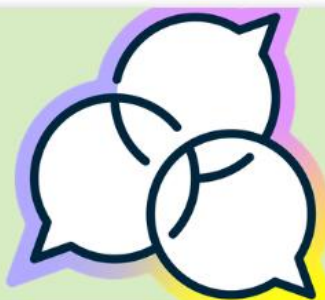
People are at the heart of everything we do.

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.

Head of Bids and Tendering

Job description

Responsible to: Director of Business Development and Innovation

Location:

Job Purpose

The Head of Bids and Tendering will lead, manage, and oversee the end-to-end bid and tendering process at Affinity Trust, ensuring the organisation secures high-quality, sustainable contracts that align with its strategic goals. The postholder will drive business growth through competitive tendering and proposal development, working closely with internal stakeholders to position the organisation effectively within the social care and supported living sector.

Additionally, the Head of Bids and Tendering will lead and develop a high-performing team, nurturing a collaborative and results-driven environment.

Key Responsibilities

Strategic Bid Management

- Develop and implement a clear bid and tendering strategy aligned with Affinity Trust's growth ambitions.
- Identify and evaluate new business opportunities, ensuring alignment with organisational priorities.
- Lead the bid decision-making process, ensuring a structured approach to opportunity selection and risk assessment.
- Maintain a robust pipeline of tender opportunities and oversee tracking and reporting of bid activity.

Team Leadership and Development

- Lead, mentor, and develop the Bids and Tendering Team, ensuring high performance and continuous professional development.
- Foster a culture of excellence, innovation, and collaboration within the team.
- Allocate bid responsibilities, ensuring workloads are managed effectively and deadlines are met.
- Provide training and guidance to improve bid writing, research, and project management skills within the team.

Bid Writing and Proposal Development

- Manage and coordinate the full bid lifecycle, from opportunity identification to submission.
- Oversee the development of high-quality, compelling proposals that communicate Affinity Trust's expertise, impact, and value proposition.
- Ensure all bids meet funders' requirements, including quality, compliance, and financial viability.
- Conduct bid-writing workshops to enhance content quality.

Stakeholder Engagement

- Build and maintain relationships with commissioners, procurement teams, and strategic partners.
- Engage with operational teams to understand service delivery models and inform bid responses.
- Monitor competitor activity and commissioning trends.

Process Improvement and Compliance

- Continuously improve bid development processes, ensuring efficiencies and best practices.
- Ensure compliance with procurement regulations and funding requirements.
- Conduct post-bid reviews to capture lessons learned.

Financial and Commercial Oversight

- Work closely with finance teams to develop viable pricing models.
- Ensure accurate costings, risk analysis, and financial projections for each bid.

Person Specification

	Essential	Desirable
Skills and abilities	<ul style="list-style-type: none"> • Strong leadership and team management experience. • Exceptional bid and proposal writing skills. • Strategic thinking and project management expertise. • Excellent communication and negotiation skills. • Attention to detail in reviewing tender documents. • Strong research and analytical capabilities. 	<ul style="list-style-type: none"> • Experience using bid management software and CRM tools. • Strong facilitation and training skills to support bid contributors.

	<ul style="list-style-type: none"> • Ability to manage high-pressure deadlines. 	
Experience	<ul style="list-style-type: none"> • Proven track record in leading and managing successful bids, particularly in social care or supported living. • Experience of working with public sector procurement, including local authorities and NHS commissioners. • Demonstrable experience in leading a bids and tendering team. • Strong project management and stakeholder engagement experience. 	<ul style="list-style-type: none"> • Experience in the social care sector. • Experience in contract mobilisation post-bid award.
Knowledge	<ul style="list-style-type: none"> • Understanding of health and social care commissioning processes. • Knowledge of key policy drivers affecting the learning disabilities, autism, and mental health sector. • Awareness of best practices in bid writing and tendering. 	<ul style="list-style-type: none"> • Knowledge of commissioning for working-age adults with learning disabilities and autistic people. • Knowledge of social value methodology.

Salary and Benefits

The salary for this role is £60,000 pro rata. We are offering it on a full-time basis, but part-time or compressed working would be considered. We offer 33 days of 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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