

JOB DESCRIPTION

Job title:	Senior Bid Writer
Directorate:	Fundraising
Location:	Head Office / Hybrid
Accountable to:	Director of Fundraising
Pay grade:	Band 6
Type:	Permanent

Values Framework

All staff are expected to know and understand the values of the organisation and uphold these values whilst at work.

- Together
- Focused
- Bold
- Personal

General Overview of Role

The post-holder will be responsible for writing bid applications within Combat Stress. This will include:

- Support the development and delivery of Combat Stress's bid writing under the leadership of the Director of Fundraising (DoF) and Head of Trusts and Foundations (HTF), in order to support our role as a specialist UK-wide provider of mental health services to veterans with complex mental health needs.
- With guidance and support from DoF and HoTF contribute to the various stages of a bid or tender process.
- Support the team in managing service contracts.
- Ensure compliance with the business development framework and governance processes – with support from DoF and HoTF.

Main Duties and Key Responsibilities

- Complete bid writing in support of the business development agenda of Combat Stress, working with all departments in promoting our services to attract new business and supporting cost-effective service delivery.
- Contribute to our revenue generation agenda by owning and contributing to bid documents such as mobilisation or communication plans.
- Support the assessment of the healthcare market within which we operate, to ensure we are best placed to achieve growth and have the appropriate strategies to mitigate risks
- Support the development, monitoring and delivery of business developments plans, systems and processes in line with our strategy and targets

- Work across departments in order to adhere to the full service specification of the bid or tender.
- Work with the DoF to develop existing partnership arrangements and to develop the case to support new service and business partnerships, commercial ventures, and creative contract solutions to further our strategic aims.
- Manage the “bid/no bid” process to lead our responses to ITTs, lead on bid writing and project management of bid submissions
- Produce reports and proposals, including spreadsheets, involve bids for additional funding from commissioners.
- Review and refine all business development processes and templates to maintain “fit for purpose”

Contract Management

- Assist with the development, monitoring, management, and review of contracts.

Communication

- Contribute to the communication strategy within and external to the Charity
- Support the team on any other projects as requested by the DoF

General responsibilities

- Ensure data collection in general is kept up to date, in accordance with legislation and the policies of the Charity, and incident reports are completed in accordance with the policies of the Charity.
- We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

Risk Management

- As an employee of the Charity, the postholder is required to be risk aware and readily able to identify risks faced in the course of day-to-day duties. Where a new risk is identified it is to be reported through the postholder’s line manager

Date revised April 2025

Signature of postholder

Print name

Date
