



Creative Support Ltd, Head Office

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Bid Writer / Senior Bid Writer

Reference: 88271

Tendering Department

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

Closing Date: 07 April 2026

Once you have submitted your application form allow *10 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours Faithfully

Recruitment Department

All candidates are subjected to enhanced DBS checks.



JOB SUMMARY – SENIOR BID WRITER



Role: Bid Writer / Senior Bid Writer

Location: Head Office in Stockport

Accountable To: Business Development Manager

Role Overview:

As a Bid Writer you manage the entire bid process from detailed tender appraisal, discussion meetings, writing of all qualitative elements and any post-submission stages. You will engage with our operational and specialist teams to inform your writing, as well as continuously build knowledge and use your initiative to create innovative proposals.

You will be an excellent writer and communicator to ensure development of top-quality bids and proposals which reinforce our strengths and person-focused approach. This will include the ability to write detailed qualitative responses and co-ordinate all other elements and input required for submission in line with tender deadlines.

As part of a small, collaborative team, you will work on tenders individually and together with other writers, as well as proofing & supporting each other's work. You will be supported to build specialist knowledge to work flexibly across all our work streams - such as learning disability, mental health, autism, older people and complex lives provision – offering an interesting and varied workload, as well as full support to work on areas of particular interest and expertise.

Our commitment to you:

- Extensive training and continuous development opportunities, including professional qualifications and specialist knowledge areas
- Flexibility to pursue and develop areas of personal interest
- Annual salary scale progression
- Friendly and Inclusive workplace, including LGBTQ+ and Anti-racism staff networks
- 25 days annual leave and time off in lieu
- Flexible working hours
- Compassionate employer, with extensive wellbeing offer

Technical Job Description:

Bid Writing

- 1.1 Responsible for end-to-end bid management & submission in accordance with requirements and deadlines for tenders
- 1.2 Carry out timely and detailed review of all received tender documentation, and ensure that any aspects which may require further investigation are followed up
- 1.3 Engage and brief relevant Executive Management Team members of any opportunities (including impacted existing work and issues which need to be resolved)
- 1.4 Effectively carry out detailed research to inform tender submissions, analysing a wide range of information and identifying key points (including local and national policy/strategy)
- 1.5 Write and produce all qualitative elements for tenders, EOIs, proposals & presentations in accordance with deadlines and commissioner requirements
- 1.6 Lead the facilitation of development meetings and input from involved operational and senior team members as required

- 1.7 Oversee coordination and completion of all non-qualitative elements for submissions, offering senior input to support our Business Support Officers
- 1.8 Liaise with key departments and services in accessing, compiling and analysing information which will inform tender submissions
- 1.9 Any other contribution as required to support the submission of high-quality tenders, selection questionnaires, framework agreements and any other supporting information requested as the tender process
- 1.10 Prepare written presentations/interview materials as part of tenders, and attend/present where required
- 1.11 Attend marketing engagement events and tender briefings
- 1.12 Edit/proof read the written work of colleagues to a high standard
- 1.13 Take responsibility for submissions in line with all Commissioner requirements

Senior Responsibilities

- 2.1 Provide support and mentoring to junior colleagues to build knowledge and skills
- 2.2 Undertake research as required to engage with new legislation, guidance and best practice
- 2.3 Attend meetings with Commissioners or partner organisations as required as part of tendering preparation and bid development

Bid Support

To work as part of the Tendering Team to:

- 3.1 Identify and explore all sources of potential tender notices/framework agreements/accreditation opportunities and preferred provider schemes
- 3.2 Ensure the Executive Management team is presented with any opportunities of potential interest to the charity, in-line with specified deadlines
- 3.3 Submit expressions of interest as required
- 3.4 Provide excellent customer service in response to internal and external queries
- 3.5 Maintain accurate records of all upcoming, recently submitted, not pursued, successful and unsuccessful tenders
- 3.6 Attend tender briefings, conferences, post tender award meetings and training events throughout England as required, ensuring the relevant information is summarised and fed back effectively
- 3.7 Respond to all requests for information/action from commissioners in a professional, proactive and timely manner
- 3.8 Collate and arrange information and resources in the bid library. Monitor and revise the library as required
- 3.9 Ensure that all information held on our systems for the purpose of tendering activities is kept accurate and up to date
- 3.10 Arranging attendees for interviews and presentations
- 3.11 Request feedback for all tender outcomes and ensure this information is used to inform future tender submissions

General Duties

- 4.1 Ensure effective communication with the line manager.
- 4.2 Accept regular support and supervision from line manager.
- 4.3 Carry out all work in a manner consistent with the aims and principles of Creative Support.
- 4.4 Comply with and implement the Equal Opportunities Policy of Creative Support.
- 4.5 Maintain confidentiality at all times, in accordance with the agreed policy.
- 4.6 Identify own training needs in discussion with line manager and to attend training events and courses as required.
- 4.7 Observe any written policies, procedures and guidelines for good practice agreed by Creative Support.
- 4.8 Undertake travel across England as required and work flexibly to meet deadlines.
- 4.9 Any other duties as required.

Person Specification

	QUALITIES REQUIRED	How Assessed	Essential / Desirable?
1	A strong understanding of the social care sector and the market in which Creative Support operates	Application & Interview	Essential
2	Minimum 1 year experience of writing and editing high quality tenders, bids and proposals	Application, & Exercise	Essential
3	An in-depth knowledge or specialism in an area of service: <ul style="list-style-type: none"> - Learning/Physical Disability - Autism - Mental Health - Older People - Complex Lives / socially excluded groups 	Application, Interview & Exercise	Desirable
4	Degree level educated or equivalent professional experience	Application & Interview	Essential
5	Excellent communication skills and ability to write succinct, persuasive text in the corporate style	Interview & Exercise	Essential
6	Ability/experience of working to deadlines and effective time management under pressure	Application & Interview	Essential
7	Ability to work flexibly according to the changing needs of our busy team	Application & Interview	Essential
8	A working knowledge of relevant Office applications (Word, Publisher and PowerPoint)	Application & Interview	Essential
9	A very high standard of oral and written English	Application & Interview	Essential
10	A keen analytical mind, with the ability to review and summarise information quickly and concisely	Application & Exercise	Essential
11	Excellent organisational skills, including prioritisation of tasks	Application & Interview	Essential
12	Ability to turn 'raw information' into a structured, relevant and creative response to a tender question	Application & Interview	Essential
13	Understanding of the wider health and social care policy and practice context	Application	Essential
14	Commitment to treating all colleagues, people supported and families in a positive and respectful manner	Interview	Essential

TERMS AND CONDITIONS – BID WRITER / SENIOR BID WRITER

Tendering Department

Salary:	Up to £50,000 per annum	
	Point One:	35,000
	Point Two:	36,500
	Point Three:	38,000
	Point Four:	39,500
	Point Five:	41,000
	Point Six:	42,500
	Point Seven:	44,000
	Point Eight:	45,500
	Point Nine:	47,000
	Point Ten:	48,500
	Point Eleven:	50,000

Please Note: Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month. Starting pay points are allocated upon commencing the role based on criteria inclusive of experience, current specialism, salary and qualifications.

Hours of Work:

Full time hours (37.5) or part time hours (minimum 22.5), with working pattern to be agreed with successful candidate.

Please note that annual leave and other entitlements are calculated on a pro-rata basis for employees working less than 37.5 hours. We take a positive view of part-time work.

Holidays:

25 days plus 8 statutory days (pro-rata if part time)

Bank Holidays:

We do not pay enhancements for working evenings, weekends or any other public holiday.

Birthday Holiday Bonus:

You will be permanently entitled to one additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure checks.

Confidentiality:

All Creative Support employees must maintain confidentiality at all times, in accordance with the agreed policy. Any breach of confidentiality may lead to dismissal without notice. Guidance on standards expected can be found in the Employee Code of Conduct.

Probationary Period:

The first six months will constitute a probationary period. When this is successfully completed, employment will be confirmed.

Probationary Bonus:

After the probationary period has been satisfactorily completed your further employment will be confirmed. Upon successful completion of your probationary period you will be entitled to a one off £100 bonus pro rata (subject to tax), providing all induction processes have been completed satisfactorily and upon completion and submission of you end of probationary review paperwork.

Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

- Creative Support does pay Statutory Sick Pay for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to twenty four months service - Up to a maximum of four weeks at full pay.
- Twenty four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Life Assurance:

Currently set at two times basic annual salary. Staff become members of a non-contributory group life assurance scheme after 6 months of employment. This scheme provides a death in service benefit of two times annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend the life assurance scheme at any time on reasonable notice to you.

Discretionary Benefits:

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carers leave up to 5 days per annum

Pension:

Creative Support operates an auto-enrolment pension scheme with the People’s Pension.

Employee Assistance Service:

This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

Inclusive workplace:

Opportunity to be part of our staff led LGBTQ+ and Anti-racism networks. The EDI Network and the LGBTQ+ Network are available to all our employees. The EDI Network advocates for our staff of colour whilst

providing support and resources for employees who may face challenges related to diversity and inclusion. The LGBTQ+ Network promotes visibility and representation of LGBTQ+ individuals within the company.

Hospital Saturday Fund:

An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

Annual Rail Ticket:

Discounted annual rail season ticket plans available to employees through Northern Rail.

Payroll Giving:

Administered by Charities Trust, a tax-efficient way of donating on a regular basis to any of the registered charities either large or small.

WeCare Awards:

Recognising dedicated staff across the organisation with standard, silver and gold awards given out every 2 months.

Your Rewards:

Employee benefits and discount vouchers available through the Your Rewards website.

Long service: Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

Retirement Awards:

£100 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

Refer-a-Friend:

Staff who successfully refer a friend to Creative Support's employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment.

Welcome Back Grant:

£200 worth of vouchers for employees who return to the organisation who have had at least six months between resigning from their original post and taking up their new role.

Company mobile phone and laptop:

If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

Travel Expenses:

These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.

Lease Cars/Car Allowance:

A mileage allowance is payable for the use of an employee's car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly basis upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee's certificate of insurance must be made available for inspection on commencing employment.