

- This role has arisen as a 'job share' opportunity. The incumbent full-time Bid Manager is taking up the opportunity to study for a masters degree and will be reducing their hours to 12 per week. The remaining 25 hours per week will be a requirement of this new opportunity.
- Although a job share, the two post holders can work concurrently. Therefore we can be flexible on when these hours are worked. They will need to be worked across a minimum of 4 days per week.
- The role can be home based or where locations allow it is also possible to be based in an office or to adopt a hybrid home / office working pattern. Offices include those in our service delivery sites where space exists.
- Although a 12-month contract, we are keen to retain skills and experience in the team and we have expanded the team over the past 2-years – despite the covid-19 challenges. If the post holder is interested in a permanent role then we will be open to discussing this further to continually assess this possibility.
- The post holder will have to be a direct employee of Turning Point. We would not entertain these hours being provided by a self-employed 'consultant'.
- The FTE salary is currently £35,700 per annum (37-hours per week) and therefore the salary available for working 25 hours per week is £24,190. This will next be reviewed in October 2022 for cost of living considerations.

Business Development – what we do

An overview of who does what



Bid Team

Competitive and proactive bid creation / writing / process / governance management for new business and retenders.



Business Development

Proactive growth inc. property-led growth, organic growth & retender support, client relationship management, growth projects, complex referrals management.



Grants & Occupancy

Alternative funding grant applications, occupancy management (voids and referrals). Product menu and canvass / sheets management.



Bid & Contract Support

Procurement portal management, completion of bid qualifications, proofing / submission of bids, bid library management, contract document & database management, occupancy management support.

