

Job Profile

Job Title	Bid Development Lead		
Job Reference No.	HOMEJD1107	Date of issue:	August 2026

The job in a **nutshell...**

You'll be managing our responses to a pipeline of new business and renewal opportunities across our care and supported contracts. You'll be responsible for overseeing our bid and tender submissions, ensuring full compliance with commissioner requirements. This will include the management and leadership of our bid development partners to ensure our submissions are compelling, reflect commissioner need, and compete favourably with our competitors.

What **success** will look like...

We will achieve our annual growth targets through securing new business across our product portfolio through your collaborative working with Strategic Partnerships Leads and Bid Development Partners.

Our products are modelled to suit the needs of customers and commissioners; you will use your excellent collaboration skills to work in partnership with internal and external partners on design and delivery of new business.

Bids and tenders are of an excellent quality, representing the best of Home Group's offer and practice. You'll also embed a continuous improvement approach to ensure we reflect changing commissioning trends and requirements.

Governance standards are met by feeding into our gateway approval processes.

New business opportunities are identified through ongoing horizon scanning and managed through a range of tendering portals. You will help maximise growth opportunities by communicating with colleagues, keeping them informed and up to date.

Initial reviews of opportunities are completed using your sound commercial acumen and share recommendations with the wider team.

Strong internal and external relationships are developed and maintained. This will include supporting the collations of financial, legal, contractual and HR information to ensure the success of governance process in bid submission.

Effective guidance, coaching and mentoring of a team of bid development partners, who will develop into an intuitive group of individuals who are experts in their field and Home Group's products.

You will manage and oversee our knowledge management resource, ensuring as aspects are up to date and relevant, supporting bid development partners and operational colleagues to self-serve.

You'll already have these **brilliant** skills, qualifications and knowledge...

Transferable Skills.	Technical qualifications, experience and knowledge.
We have a win-win mentality • Strive to find a solution that everyone is happy with • Be Bold – we can achieve this together • Be positive and solutions focused	Qualifications and Experience • Educated to degree level or with equivalent relevant experience in the bid writing / business development sector. • Proven experience of delivering successful bids/tenders, preferably in the health and social care sector.
We have creative spark • Be confident to try something new – give it a go • Act on your ideas – make things happen • Be receptive to and supportive of others' ideas	Technical skills • Excellent written and presentational skills with the ability to deliver highly persuasive propositions for commissioners. • An ability to coach others in delivering technical excellence in their written responses. • Experience of managing quality of written submissions.
We are self-starters • Be well organised • Strive to get it right first time • Be proactive	Digital and system confidence • Good understanding of relevant IT packages (MS Word, Excel, Visio, PowerPoint) to create visually appealing content. • Experience of using a CRM system

We'd also love you to have, or be **brilliant** at... (but don't worry if not)

Line management experience.

A commitment to a reflective approach – continuously improving through self-directed development and feedback.

We're all **accountable** for...

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development to be the best you can be. This includes understanding and keeping up to date with all our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

Other **important** stuff...

Budget Holder	No		
Manages People	Yes		
Travel	Occasional	Driving Essential	No
DBS	None		

