



Job Description

About Humankind

Humankind are a leading national charity; founded in 1984, we are now one of England's most successful home-grown charities, providing an extensive range of specialist services to support people to reach their full potential. Our services include substance misuse, independent living, employment and training, housing, young people and families support, delivered across the country.

Humankind have ambitious plans for the future. To help us achieve our goals, we are recruiting for a Trainee Business Development Officer to join our successful Business Development Unit. Whether you are a new graduate, or looking for a new professional challenge, we want to hear from you.

You will support the Business Development Unit in writing bids of a winning quality for new and existing contracts for our services. Previous bid writing experience is not essential, as we will provide a comprehensive training programme, designed to help you develop the skills and competencies needed to progress in your business development career, with a view to becoming a fully trained Business Development Officer in 12 months.

You will need exceptional written communication skills, and an eagerness to learn quickly. You will be highly organised and self-motivated, with outstanding attention to detail, and be committed to supporting people to reach their full potential.

Working with the Business Development Unit at Humankind

The Business Development Unit is a well-established, integrated and dedicated team of highly-skilled and motivated professionals, led by our Executive Director, Evan Chiswell, and our Director of Business Development and Innovation, Sophie Fox. As a team, we bring a wide range of skills and expertise, underpinned by a strong work ethic, positive team relationships, supportive environment, and comprehensive training and coaching.

We work collaboratively with Operations Directors and Senior Managers in our services to design high-quality, evidence-based and innovative service delivery models to meet the needs of our service users and communities.

What Our Staff Say....

"Since joining Humankind in 2017 I have been actively involved in the tendering process across the organisation's broad service delivery units. The role is varied and challenging and, along with the support of excellent management and extensive training opportunities, has given me endless opportunities to develop my skills and abilities. I am proud to have been a part of the recent successes we have achieved together. This is a great opportunity and I would encourage anyone wanting to start their career in an aspirational third sector organisation to apply."

Kate Thompson, Senior Business Development Officer



Job Description

Job Title:	Trainee Business Development Officer
Project:	Business Development Unit
Salary:	£22,250 - £33,750 (B)
Hours:	Standard hours (37 per week)
Duration:	Permanent
Clearance required:	DBS Standard Check
Responsible to:	Senior Business Development Officer
Job Purpose:	<p>To support the Business Development Unit to achieve Humankind's strategic growth targets by producing high quality responses to bids and tenders, and other fundraising applications.</p> <p>To undertake a range of activities to support tailored, well-informed, specialist bids and tenders, including targeted research, community mapping, and internal and external information-gathering.</p>

Main duties and responsibilities:

- To develop and utilise specialist expertise which supports the Business Development Unit (BDU) to achieve Humankind's strategic growth targets by producing successful bid and tender proposals for new and existing services in a range of regions/sectors, and other fundraising applications.
- To work within BDU's established procedures and in partnership with operational leads to write high quality, cohesive and compelling responses to bids and tenders, of a winning quality.
- To work to a structured timetable to deliver tender and bid responses for editing and final approval within strict deadlines.
- To proactively participate in a bespoke development and induction programme which will include courses such as bid writing training and development activity such as arranged service visits and shadowing.
- To undertake market research and analysis, to keep up to date with emerging trends in national and regional health and social care agendas and strategies and possible new business opportunities.



Job Description

- To maintain an up-to-date Resource Library for Humankind to support the tender process, consulting relevant stakeholders, carrying out needs analysis, data analysis, reviewing literature and internet research as required.
- Undertake research and analysis to ensure understanding of potential clients, competitors and commissioners to help support the continuous development of the bid strategy and the quality of bid submissions.
- To support preparation of materials for presentations for new bids and re-tenders in conjunction with the rest of the Business Development Unit and operational leads.
- To proactively contribute new ideas and initiatives to improve the standard of the team, processes and outcomes.
- To be willing and quick to learn about various elements of the bid/tender process and essential considerations, including budget development and service modelling.
- To proactively attend any briefings, events or training necessary to inform bid development and decision-making
- To communicate effectively and responsively with the wider bid team, particularly with regards to any issues that may occur which may have an impact on the overall tender process.
- To schedule meetings and events and represent Humankind at external meetings as required.
- To continually develop personal bid writing skills and relevant competencies, ensuring a comprehensive understanding of best practice and house style including in bid writing/narrative style, presentation, content, language and approach; this will include full participation in team Practice Development Groups, and a positive approach to feedback and coaching
- To fully review, in conjunction with the wider team, the outcome of each submitted bid. Obtain feedback, benchmark results and take any necessary action to continually improve bid quality.
- When required, to support the development of written marketing materials, web content, proposals, presentations, quotations, funding applications etc.
- The above list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Note:

This job description is intended to provide a guide to the general duties and responsibilities of the post. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Humankind.



Job Description

Person Specification	Essential	Desirable	Where evidenced
<p>Qualified to degree level in a subject relevant to health and social care (e.g. social work, social policy)</p> <p><u>OR</u></p> <p>Qualified to degree level in an unrelated subject but with demonstrable evidence of interest in the sector (e.g. through volunteering, research, work history etc.)</p> <p><u>OR</u></p> <p>Not qualified to degree level but with demonstrable equivalent employment experience in a health and social care or not-for-profit setting</p>		x	Application form / Certificates / References
Excellent written and verbal communication skills	X		Application form / Interview
Experience writing bids, tenders, or grant-funding applications within public or third sectors and/or in the health and social care sector		X	Application Form / Interview
Excellent computer skills (Microsoft Office including Word, Excel, PowerPoint and Outlook)	X		Application form / Interview



Job Description

Person Specification	Essential	Desirable	Where evidenced
Experience working or volunteering within the health and social care sector and/or public/not-for-profit sector		X	Application form / Interview
Experience of managing, analysing, understanding and presenting complex information	X		Application form / Interview
Self-motivated and creative	X		Application form / Interview
Able to demonstrate attention to detail	X		Application form / Interview
Able to work independently and manage own time and workload, including whilst remote working	X		Application form / Interview
Excellent interpersonal skills with internal and external stakeholders	X		Application form / Interview
An interest in and basic understanding of health and social care policy and the public and not-for-profit sectors, demonstrating a commitment to supporting the most vulnerable in society	X		Application form / Interview



Job Description

Person Specification	Essential	Desirable	Where evidenced
Focused, determined and resilient with a commitment to continuous improvement and responding positively to constructive feedback	X		Application form / Interview
Able to work and communicate well as part of a team, participating and engaging well within meetings and able to support with a variety of changing tasks as required	X		Application form / Interview
Able to adapt to changing priorities and deadlines, with excellent time management skills	X		Application form / Interview
Able and willing to travel to a variety of service and office sites nationally for team meetings, service visits and bid events	X		Application form / Interview

