



Bid writer

Job title	Bid writer (tenders)
Reporting to	Head of Business Development
Contract	12 month fixed term contract (will consider self-employed)
Hours	22.5 hours per week
Salary	£27,547 -£29, 939 per annum pro rata
Location	Home working with occasional travel to London
Closing date	30 July 2026, 12 noon

We welcome applications from people with transferrable skills and qualities, and people with diverse employment histories and personal backgrounds.

Hybrid working: we deliver in-person services, and hybrid working must prioritise the needs of those receiving our services. The amount of time working from home / offices / face-to-face services will be dependent on the role.

About The Advocacy Project

We help people speak up and make decisions about their health, wellbeing and social care. We're here to make sure people who are vulnerable because of their circumstance can understand their rights, make effective choices about their lives and voice their concerns.

Some of the ways we do this include:

- advocacy services that make sure people can express their wishes when decisions are being made about their care or wellbeing
- user involvement projects that help organisations improve what they offer by listening to people who use their services
- local Healthwatch services, which act as health and social care champions for the areas they serve and give people a direct channel to share their feedback

Our vision

A world in which every person has a voice

Our mission

To enable every person to have their voice heard, uphold their rights and make choices

Our services are independent, confidential, and free to those receiving them. Together, our teams are standing up for essential rights and supporting people to have a say on the issues that matter to them.

About the role

We are seeking a skilled Bid Writer to work alongside our Head of Business Development to secure vital funding through tenders. If you have experience of winning income via statutory commissioned services for front line work (especially advocacy), we would be particularly delighted to hear from you.

Key responsibilities

- Identify pipeline tenders.
- Manage and write tender submission
- Produce highly quality proposals working closely with staff and service users
- Produce best practice toolkit
- Manage funder communications and reporting.
- Assist with other funding applications as required

Experience and skills

- Proven success as a bid writer in the charity sector.
- Ideally experience in Advocacy or user involvement
- Proven experience with tenders, and government contracts.
- Highly IT proficient with experience of using AI to support in bid preparation
- Ability to work collaboratively
- Be highly organised and self-motivated with a proven ability to work to tight deadlines
- Proactive, dynamic, able to work effectively independently
- Strong writing, research, and communication skills.
- Knowledge of fundraising regulations, GDPR, and best practices.
- Strong understanding of EDI principles and how to apply them in your work

Benefits of working for us

We're committed to providing an empowering, flexible and supportive working environment for all our staff.

Our employee benefits include 30 days annual leave (including up to 3 days between Christmas and New Year), participation in a pension scheme with 6% employer contribution, access to a free confidential counselling service, and an interest-free travel/bike loan.

All our staff are supported to learn and develop in a variety of ways, including a monthly lecture series where we invite sector experts to talk to our staff on topical issues.

We are a Disability Confident and Mindful Employer.

How to apply

Upload your application via our website on www.advocacyproject.org.uk/work-for-us

Include your CV and a supporting statement explaining why you think you're the person we're looking for and how your experience meets each point in the person specification. You can use examples from paid or voluntary work, and life experiences. We only accept applications from candidates who upload both a supporting statement and CV.

It's a legal requirement that you are eligible to work in the UK for all our posts.

If you have any questions please get in touch on HR@advocacyproject.org.uk / 07939533863.

The Advocacy Project is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

The Advocacy project is committed to safeguarding and promoting the welfare of the children young people and adults we work with. All successful candidates will be subject to an Enhanced DBS check and safer recruitment checks.

An external review concluded that:

"...advocates have excellent support and training to undertake their roles" and advocates find the "lectures, internal training, team meetings and case review meetings extremely helpful"

The review also stated "managers are always accessible and there was a great deal of knowledge and experience across the teams".

**Winner of the
National Advocacy Award for Equality & Diversity**