

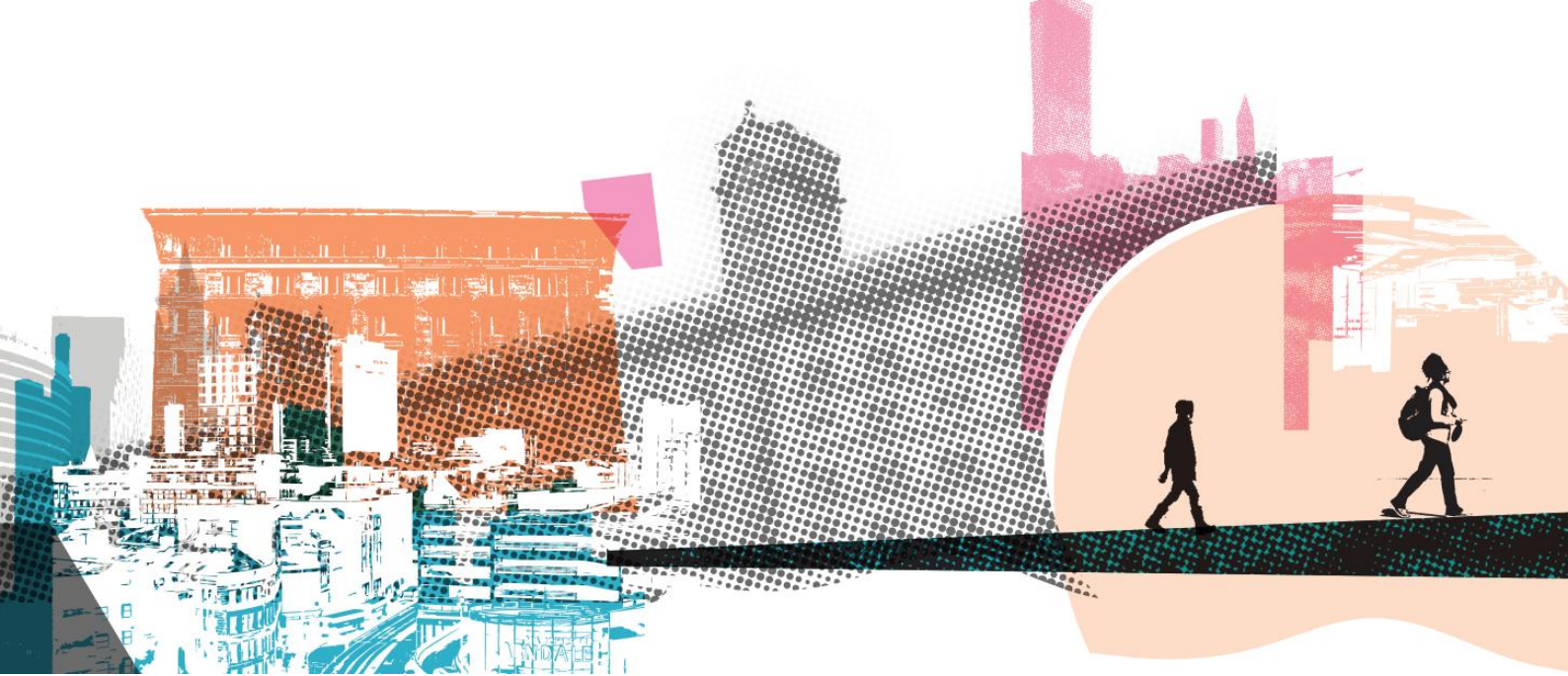
Recruitment pack

THE BIG LiFE GROUP



Business Development Manager

This job changes lives



About The Big Life Group

The Big Life Group's mission is to fight for equity, in health, in wealth and in life. We are a social business delivering a range of services across the North of England, covering everything from mental and physical health, addiction and criminal justice, to housing, education, family support and much more. What links them together is the way we work – The Big Life Way.

We always stand shoulder-to-shoulder with people, working with them on the things that matter most to them. Everything we do is designed and informed by the needs, priorities and strengths of people and communities.

Our values

- **Courage:** We stand up for ourselves, and the people and communities we work alongside, even when that makes us unpopular, or challenges accepted wisdom.
- **Creativity:** We find innovative solutions that work, never accepting the easy option or the status quo.
- **Honesty:** We act with integrity, speaking the truth to ourselves and others.
- **Inspiration:** We are inspired by the people and communities we work with and share what we learn from them to inspire others.
- **Thoughtful:** We act with care and compassion and work to understand people's experiences. We take time to listen, reflect and continually learn.
- **Valuing difference:** We recognise and celebrate the unique qualities, gifts, insights and perspectives that different people offer.

Working at Big Life

At Big Life, work is more than a job – it's about standing shoulder-to-shoulder with people and communities, making a difference every day. We fight for equity in health, in wealth and in life, and that commitment starts with how our staff.

Be yourself

We want you to feel safe, respected and able to bring your whole self to work. Difference is celebrated here, and our staff networks - from menopause to neurodiversity, LGBTQI+ and more - create space to connect and support each other.

Benefits that matter

We offer more than a payslip - you'll find wellbeing support through LifeWorks, Simply Health and mindfulness sessions, 25-30 days' annual leave plus your birthday off, flexible working, and regular learning opportunities. Everyday perks include Blue Light Card discounts, savings schemes, cycle-to-work, free eye tests and more - little extras to make life easier inside and outside of work.

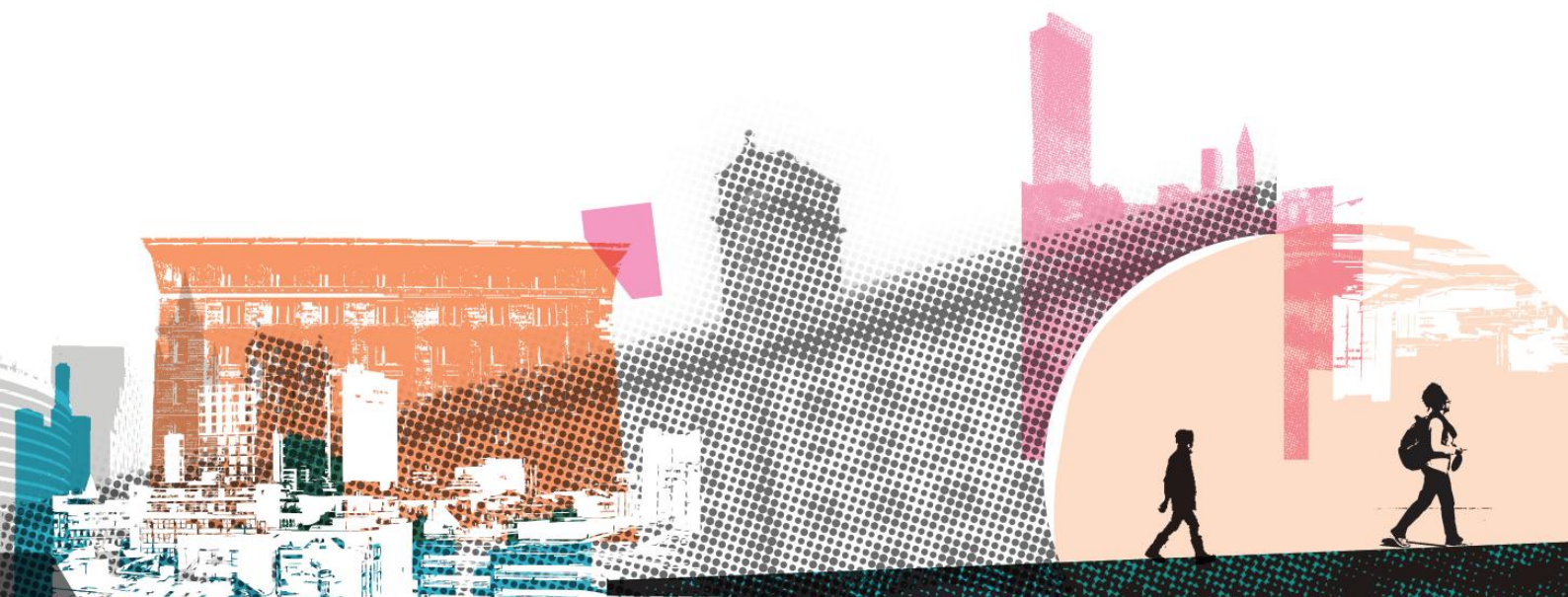
Recognised as outstanding

We're proud to be ranked by Best Companies as one of the UK's outstanding places to work, with a two-star accreditation in 2024.

A culture of trust and flexibility

Our people describe our culture as relaxed and supportive. You'll be trusted to plan your own day, take breaks when you need, and work in a way that fits with your life as well as your role.

If you're looking for more than a job - if you want to be part of a team that's bold, creative and relentlessly committed to equity – then Big Life could be the place for you.



Job description: Business Development Manager

The basics

Salary

NJC point 38-40 (£49,282 to £51,356)

Hours

35 hours per week

Annual leave

25 days, increasing to 30 days after five years

Base

Big Life Stretford Road Hub, Manchester, or remote with attendance in person as required

Line manager

Executive Director

Closing date for applications

Monday, 15 June. Interviews will take place on Tuesday, 23 June.

What you'll be doing

As our Business Development Manager, you will lead and coordinate the development of high-quality, compliant and competitive tenders that support Big Life's growth and impact.

Working as one of two Business Development Managers, you will have end-to-end responsibility for identifying opportunities and leading tender submissions across allocated service areas. You'll work closely with operational leaders, finance colleagues and external partners to develop compelling proposals that demonstrate our impact, quality and values.

You will play a central role in helping Big Life secure new contracts and partnerships, contributing directly to the sustainability and development of services that support communities across Greater Manchester and beyond.

Main duties

1. Build strong relationships across allocated service areas to understand strengths, challenges and opportunities for growth.
2. Identify business development opportunities and assess strategic fit, delivery capability, financial viability and likelihood of success.
3. Lead and coordinate tender processes from opportunity identification through to submission and interview preparation.
4. Produce high-quality bid content that clearly demonstrates Big Life Group's experience, impact and capability.
5. Develop compelling social value and impact narratives within submissions.
6. Work with finance colleagues to develop compliant and financially viable pricing models.
7. Maintain oversight of bid pipelines, tender outcomes and lessons learned to support continuous improvement.
8. Develop market intelligence relating to commissioners, procurement trends, competitors and partnership opportunities.
9. Maintain and improve libraries of standard responses, evidence and case studies.
10. Support effective mobilisation and handover of successful contracts to operational teams.

Work-related expectations

1. Work within Big Life Group's mission, values and ethos.
2. Contribute to the development and growth of Big Life Group.
3. Work in accordance with all Big Life Group policies and procedures.
4. Commit to personal development and attend training as required.
5. Work in line with all relevant legislation and procurement standards.
6. Participate in regular supervision and annual appraisal.
7. Undertake any other duties appropriate to the role.

Person Specification: Business Development Manager

The successful candidate will be able to demonstrate that they meet the following points, either in their application, at an interview or through taking part in a test.

Experience

1. Experience leading or making significant contributions to public service tenders.
2. Experience securing successful contract awards and tender outcomes.
3. Experience working collaboratively with partnerships and stakeholders to develop bids.
4. Cross-sector experience is advantageous.

Skills

1. Excellent written English and proofreading skills.
2. Ability to manage multiple tender deadlines and coordinate contributors effectively.
3. Ability to interpret specifications and evaluation criteria and translate them into high-quality responses.
4. Strong project management and quality assurance skills.
5. Ability to write clear, persuasive and evidence-based submissions.
6. Strong analytical skills and attention to detail.
7. Ability to work independently and collaboratively across teams and partnerships.

Knowledge

1. Knowledge of one or more sectors in which Big Life operates, including:
 - a. Mental health
 - b. Public health
 - c. Children and families
 - d. Criminal justice
 - e. Addictions
 - f. Housing and homelessness
2. Understanding of public sector commissioning and procurement processes in the UK.
3. Knowledge of social value and public service delivery.
4. Understanding of how to identify and develop business development opportunities.

Education

1. Commitment to ongoing professional development and training relevant to the role.

Personal

1. Reliable, flexible and able to respond to changing priorities.
2. Professional, confident and positive “can-do” approach.
3. Non-judgemental and values-led approach to supporting communities.
4. Commitment to Big Life Group’s mission, values and ethos.



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thebiglifegroup.com