



THE
**AFRICAN
CENTRE**

Head of Bids (Unpaid Volunteer)

Role description

Join Our Leadership Team: Head of Bids (Unpaid Volunteer)

The African Centre seeks an experienced and results-driven Head of Bids (Unpaid Volunteer) to join our dynamic team. The purpose of this role is to provide effective leadership to the Bids & Proposals Team and to proactively manage and coordinate all Estimating and Bidding activities related to enquiries received, encompassing all aspects of Bid Management. This is an exciting opportunity for a seasoned professional with a proven track record in bid writing, particularly in the medical, healthcare, and social care sectors. The role involves making a significant impact on Africa and the Diaspora and leading a talented team.

About us:

Our mission is to promote social cohesion, improve health outcomes, and enhance the quality of life for people in Africa and the Diaspora. Established in 2022, we take pride in our history and tradition of promoting cohesion.

What is the role?

A key part of this role is bringing out the best in the Bids & Proposals team, enabling them to perform at their highest level and deliver a value-added service to both the business and service delivery to our members. Equally important is effective communication, not only with stakeholders externally but also internally through close collaboration with all Bid teams. This includes liaising with, influencing, and working alongside teams such as Business Development, Commercial, Procurement, Production, Engineering, Quality, AI and IT, Project Management, and others, as well as engaging effectively with all levels of management across the Organisation.

The position exists to support the Fundraising Director and to ensure that the Organisation maximises its potential for success in its bidding opportunities. This is a crucial factor in our ongoing growth and future success as an Organisation. The Commercial Director will provide active support for this role and all stakeholders within the bidding community. It is essential that the title holder be a "self-starter" who always exhibits proactive behaviour and can plan, coordinate, and successfully manage all aspects of the role on an ongoing basis, including implementing agreed-upon improvements.

How will success be measured?

Success in this role will be measured by several key factors, including (but not limited to) the quality, timeliness, and accuracy of both our internal Bidding documents/packs for review and the final Bid submission documents. Success will also be assessed by our adherence to agreed policies and procedures, as well as the level of collaboration and alignment with other Bid Stakeholders.

In addition, success will be determined by the leadership you provide to the team, fostering their growth and development, and driving continuous improvements to maximise value for both the company and the individuals within the team. Please note that this list is not exhaustive, and other factors may also contribute to overall success in the role.

Key Duties and Responsibilities will include:

- Overall responsibility for delivering high-quality, accurate, compliant and commercially sound proposals on time, to budget, with inputs from key stakeholders.
- Responsible for the coordination and management of all Bid activities, for ensuring that Bid Plans are put in place and that all internal inputs are received promptly to meet Bid submission timescales.
- Responsible for the receipt, management, control and coordination of all external and internal information and documentation with respect to the enquiry and for the team acting as custodian for Bid documents, including all approved internal documentation signed by the Organisation.
- Responsible for compliance with all internal Bid policies and procedures and for passing internal and external audits.
- Contribute to the overall Bid strategy alongside other stakeholders.
- Responsible for the overall leadership of the team and ensuring that individuals within the team are given appropriate opportunities to grow and develop, and that the team maximises performance by creating and fostering a positive, can-do attitude and outlook on an ongoing basis.
- Responsibility to ensure that improvements are identified and those agreed upon are implemented continuously to support the growth and development of the team and those within it.
- There is a need to keep good records and to create and measure metrics on bidding performance to both review performance and drive continuous improvement in a key area of the business.
- Responsible for mentoring and training Bid Managers and Bid Writers to ensure they are up to date with bid requirements and improve their competence.

Education, Skills and Experience: Requirements

Essential:

- Degree in Business, Economics, Marketing, Management, Public Health, Medicine or any related or project-related discipline.
- Experience of successfully leading teams within a bid environment.
- Proven track record of improvement and achievement - processes and people
- Keen understanding of numbers, spreadsheets, VOP/invoices, rates, cash flow, milestones, negotiations, and pricing audits.
- Ability to write strong proposals and experienced estimator
- Excellent communicator (written and verbal) with local and international customers and with an appreciation of cultural differences
- Ability to persuade and influence others
- Ability to lead team by example, with the ability to foster and maintain effective relationships with internal and external stakeholders
- Ability to work to deadlines
- Strong business/commercial acumen
- Keen attention to detail
- Commercially sound judgement
- Strong negotiation skills.
- Strong financial skills

Desirable:

- Leadership qualification (CMI or ILM)
- Experience with an integrated project management / ERP system (Enterprise Resource Planning)
- Experience in bidding roles in the Medical, Biochemistry, Biomedical, Public Services, Global Health, Humanitarian, NGOs, Public Health and Social Care industry
- MBA, Professional Qualification or formal leadership Qualification (CMI, ILM)

Benefits of Volunteering at The African Centre

Your future at The African Centre – What we offer

We do not promise future employment to volunteers.

Our benefits are designed to help you thrive both in your volunteer work and in your personal life.

- **Career Growth** - Shine in your career with advancement opportunities. We will provide you with a supportive and engaging environment that fosters career growth, backed by a dedicated Learning and Development team.
- **Training Opportunities** - Unlock your potential with comprehensive training, including fully funded leadership programs tailored to your personal growth.
- **Give Back to the community** - Two Social Impact Days each year, for volunteering and fundraising opportunities
- **Family-friendly policies** for new parents or if you provide care for a dependent
- **Membership of our Networks**, which connect, support and inspire diverse communities within the Organisation.
- As part of our **Healthy Work-Life Balance**, volunteers can choose their own time commitments. Allowing you to fit work around your priorities and personal life, not the other way round.
- We offer **flexible working hours** for volunteers; however, you must be aware that deadlines are essential for this role. We try to choose tenders that give you enough time to submit the bid without rushing
- Our **Volunteer Expense Policy** offers support with costs incurred doing our business, such as transport costs, accommodation away from your residence, such as a conference event, training costs and refreshments. Please note that all volunteer costs must be approved **before** incurring.
- In addition, our **Comprehensive Health & Wellbeing programme** is here to support you, along with Mental Health support for peace of mind to help you when you need it most. We're committed to your **wellbeing** with access to our comprehensive online wellbeing program.
- Although we don't promise future employment, volunteers who **"create" opportunities** are likely to be successful during the recruitment process.

Further Information

The Safer Recruitment procedures

General information about our Safer Recruitment procedures

Every organisation that works alongside and supports children, young people and vulnerable adults must have policies and procedures in place to ensure their safety. We have robust recruitment and selection procedures in place to identify and deter people who might abuse others or are otherwise unsuitable for volunteering with us.

Please take the time to read our safeguarding statement, which follows:

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. We strive to ensure that consistent, effective safeguarding procedures are in place to support families, children and staff in our projects and in work placements.

We have the Designated Safeguarding Leads (DSLs) for children, young people and vulnerable adults.

We have policies and procedures in place that all colleagues are expected to follow to address child protection, the protection of vulnerable adults, and safeguarding concerns effectively. To support the training of colleagues, we offer a thorough induction into our policies and procedures, along with mandatory Safeguarding and Prevent training for all colleagues. Training opportunities are identified to ensure that colleagues can meet the needs of young people and adults, including training on Safer Recruitment and Child Sexual Exploitation.

All colleagues working alongside use a secure platform (SEFI) to record safeguarding concerns, with the DSLs ensuring that only relevant colleagues have access to the entry in line with GDPR and our Safeguarding procedures.

The Designated Safeguarding Leads oversee all active cases until they are closed. All colleagues are responsible for, and take an active role in, Safeguarding, and, where identified, work with young people/adults, families, and external agencies until a Safeguarding concern is closed. We will refer safeguarding concerns to the relevant local authorities' safeguarding team and work with young people, adults and families to understand the actions taken, and to maintain a supportive working relationship.

To promote a safe environment for young people and adults, our selection and recruitment policy includes all statutory checks on staff and regular volunteers, such as Enhanced DBS (Disclosure and Barring Service) checks, and seeking references from previous employers.

Attendance is monitored closely, and concerns are shared with everyone involved, including young people, adults, parents/carers, Social Care, and the school Safeguarding Team, as appropriate.

If you have any serious concerns about someone who attends any projects, please do not hesitate to contact a member of the Safeguarding Team who will be able to provide you with the best advice and help using the appropriate degree of confidentiality."

Criminal Record Self Disclosure

As part of our Safer Recruitment procedure and to comply with Keeping Children Safe in Education, we require all applicants to complete a Criminal Record self-disclosure form as part of the application process. This declaration states that there is no reason why someone applying for a job role with AHO should be considered unsuitable to work with children or vulnerable adults. The self-disclosure form invites candidates to provide details of all unspent convictions, spent convictions and cautions that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. Candidates are not required to disclose anything that would currently be filtered out of the Police National Computer by the Disclosure and Barring Service. Guidance and criteria for filtering these cautions and convictions can be found on the Disclosure and Barring Service website.

The Criminal Record Self-Disclosure form is confidential and will not be seen by recruiting managers unless the applicant has been successfully short-listed for the vacant post.

Failure to declare relevant information may disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice. All applicants are required to sign and date the declaration.

Completed self-disclosure forms are returned electronically and stored securely in a confidential online workspace. All information provided will be treated as confidential and managed in line with relevant information/data protection legislation.

See Appendix 1 for an example of the self-disclosure form.

Disclosure and Barring Service (DBS)

An enhanced DBS will be applied for in the following situations:

- Whenever a new person joins (or returns to) the workforce (including if they have an in-date certificate from another organisation, an exception may be made in some circumstances if that person is registered with the update service.
- Whenever a new person joins us as a volunteer.
- When a workforce member or volunteer's most recent certificate is 3 years old.

Overseas Good Conduct Check

Good conduct overseas checks are required for any workforce member joining the Supported Employment team who has worked or lived overseas for more than 3 months in the past ten years. Requesting a Good Conduct Overseas Check is required by UK government departments, such as the Department for Education. It forms part of the Single Central Record (SCR) pre-employment checks that we (AHO) must carry out for new colleagues joining the workforce. The Single Central Record (SCR) is a comprehensive record of personnel information that Ofsted can ask to audit as part of standard inspections.

When people apply for a new position with us, they complete the standardised application form, which asks if they have worked or lived overseas for 3+ months. If they answer yes to this question, then further details should be supplied (by them).

If an offer of volunteering is made, we will need to provide the candidate with information about applying for 'Good Conduct Overseas Checks'. These are necessary for each Country that they lived/worked in. More information can be found here:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

The 'Good Conduct Overseas Check' applications must be made and paid for (some Countries do not charge a fee, but others do) by the individual themselves (AHO are not authorised to apply for them on someone's behalf). **We will** consider reimbursing 50% of the overseas check fee. Some Countries allow checks to be applied for online, while others require a person to make an appointment with the Embassy or High Commission Office for an in-person application.

Right to Work in the UK

To comply with the Asylum and Immigration Act 1996 – Prevention of Illegal Working – candidates invited to interview will be asked to bring specific documentation to the interview, which shows their eligibility to work in the UK. No offer of volunteering can be made unless one of the original documents listed on the Home Office Right to Work Checklist is produced. The candidate's original documents must be checked, and a signed and dated copy must be retained in line with our recruitment and retention policy. The Home Office Right to Work Checklist shows the acceptable identity documentation as currently defined by the Home Office, and further information on establishing an individual's right to work can be found at:

<https://www.gov.uk/government/publications/right-to-work-checklist>

Data Protection and GDPR

AHO complies with the General Data Protection Regulation (GDPR), a comprehensive data protection and privacy law enacted by the European Union (EU) that regulates how personal data is processed and transferred within the EU and EEA. It enhances individuals' fundamental rights over their data by giving them greater control, requires organisations to process personal data lawfully, fairly, and transparently, and imposes strict security measures and hefty fines for non-compliance. Throughout the recruitment process, we collect and process a range of personal data relating to applicants for roles. We are transparent about how this data is collected, used, and stored and are committed to compliance with data protection obligations. If you have any issues regarding your personal data or privacy, or if you would like your profile on the website removed, please get in touch with us.

Certificate of Sponsorship

We can provide a Certificate of Sponsorship for exceptional candidates to volunteer with AHO in the UK. Applications from Volunteering seekers who require a current **Charity Worker visa (Temporary Work)** sponsorship to volunteer in the UK are welcome and will be considered alongside all other applications. Please read the **eligibility criteria** and required documents carefully, paying particular attention to what you can and cannot do. A breach of these criteria would result in termination of the Volunteer Agreement, detention at the immigration centre, and deportation. It is your responsibility to comply with the conditions of your visa, as we cannot be held accountable for any breach of those conditions. For further information, visit

<https://www.gov.uk/temporary-worker-charity-worker-visa>

Referencing

It is our policy to request references from current and former employers, following a successful interview. A conditional offer of employment may be made, contingent upon, among other things, satisfactory references, verification of work history, and a DBS being applied for and received by us.

Disability Confident

The African Centre is proud to be a disability confident employer. We have made a positive commitment to employing people with disabilities. Reasonable adjustments will be made to the recruitment procedure as required in consultation with the applicant to ensure no one is disadvantaged because of their disability. If a disabled person is selected for a position, reasonable adjustments will be made to the workplace, including premises and equipment, work duties and practices or policies, as appropriate. All disabled applicants who meet the minimum criteria for the role as set out in the role profile and person specification will be considered for an interview.'

Self-Disclosure Form

Appendix 1: Self-Disclosure Form for posts involving contact with children and vulnerable adults.

All fields are to be completed in full and set as required when using the form format.

Part one

SELF-DISCLOSURE FORM FOR APPLICANTS FOR POSTS INVOLVING CONTACT WITH CHILDREN AND VULNERABLE ADULTS

We are committed to safeguarding children and vulnerable young people and adults from physical, sexual and emotional harm.

As part of our Child and Adult Safeguarding Protection Policy, we require applicants for posts involving contact with children, vulnerable young people, and adults to complete this self-disclosure form. This is a declaration that all candidates sign, stating that there is no reason why they should be considered unsuitable to work with children or

vulnerable adults. All information will be stored securely and confidentially and will only be read if you are shortlisted for an interview.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position, the circumstances, and the background of your offences.

For example, a STOP THE OIL activist convicted of public disorder will not prevent them from working with children. However, if the same activist were convicted of child abuse, that would disqualify them from working with children. Furthermore, suppose the same person were convicted of financial fraud. In that case, they may work with children but would be disqualified from handling finances.

WHAT IS YOUR FULL NAME?

Part two

Have you ever been convicted of any criminal offences?

Yes No

If yes, please supply details below of any criminal convictions, including dates:

Note: You are advised that, under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986, you should declare all convictions, including 'spent' convictions, warnings and reprimands.

Part three

Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children, vulnerable young people, or adults?

Yes

No

If yes, please supply further details below:

Part four

Have you ever had any disciplinary sanction relating to child or adult abuse?

Yes No

If yes, please supply further details below:

Note: Please check that if you have answered Yes to any of the questions above, you have also provided sufficient details in your answer.

Declaration

I declare that to the best of my knowledge, the information given above is correct, and I understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I know that I will be asked to apply for a Disclosure and Barring Service (DBS) check and consent to do so.

I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signature
