

JOB DESCRIPTION

JOB TITLE	Bid Writing Specialist
REPORTING TO	Bid Manager
RESPONSIBLE FOR/JOB PURPOSE	Produce professionally written proposal content that clearly articulates the organisation's value proposition. To collate and articulate key areas of interest / priorities to our commissioning partners within assigned regions to influence bid design and content
LOCATION	Work from home option with nationwide travel across UK as required to meet the needs of the organisation

JOB PURPOSE

The Bid Writing Specialist will support a broad range of developments across the Business Development Team. Working closely with the Bid Manager/Bid Team and Regional Operational Teams, the post holder will identify new bid and tender opportunities and ensure the seamless development and completion/writing of high-quality tenders, call-off responses and bespoke bid proposals for new and existing business, supporting the charity in achieving growth targets agreed within strategic plans.

With acute attention to detail and the ability to pull resources from various sources, the Bid Writing Specialist will be required to work creatively with regional teams to develop tenders resulting in new business awards. This will require working with internal and external stakeholders throughout the lifecycle of Bid/Tender process to ensure that all parties are kept informed and timescales are met.

In addition, the Bid Writing Specialist will assist the Business Development Team in other business development opportunities including preparing market testing responses, writing case studies, building the bid library, preparing tender presentations and other service development activities.

DUTIES AND RESPONSIBILITIES

- Critically examine all tender opportunities through a range of platforms including ProContract, Tenders Direct, OJEU and direct referrals, in-line with the strategic plan and to advise operational and other colleagues as to key challenges/risks associated with specific contracts
- Interrogate documentation and raise clarification questions which aid the tendering process
- Completion of summary of opportunities which provide operational management and the Executive Team with good quality information on which to base a decision
- Completing internal and external research and developing and drafting tender submission documents including expression of interest (EOI), Pre-qualification questionnaires (PQs) and responses to invitation to tender (ITT)
- Complete framework applications, call-offs and ITTs to a high standard which will maximise our chance of success
- Collecting data for bids and tenders including financial records, employee statistics, organisation protocols and case studies
- Lead on identifying tender project team, assigning work where required to local managers and identifying key dates and milestones

- Attend tender briefings and other commissioner events across the UK and feedback relevant information regarding opportunities to the Business Development Team
- Working to Procurement and Local Authority Guidelines as stated as part of the tender process.
- Presenting technical information from a range of sources into appropriate format, using language tailored to the target audience
- Designing, writing, editing and checking bid documents and working with the Graphic Designer to ensure final bid and tender proposals are of high standard, formatted to brand guidelines where appropriate
- Working with regional teams to re-work existing pre-written content where relevant
- Facilitate the agreement of competitive costings in partnership with Business Support and Operations team, including cost effective staffing and management structures
- Challenge and guide operational and other colleagues during bid completion based on knowledge that will result in a tender being more likely to succeed
- Scheduling of tender requirements including ensuring colleagues are aware of potential presentation and interview dates in advance
- Complete high quality presentations in response to set questions
- Delivery of presentations and attend interviews as required
- Request and analyse feedback on all unsuccessful and successful tender submissions to improve future bids (lessons learned)
- Build strong internal and external relationships to develop robust Bid and Tender solutions
- Routinely visit services and work with operational colleagues to gather positive case studies to support tender submissions
- Working closely with project implementation teams to implement new business and handover information to support transition from tender to new business implementation phase - this includes key requirements from the service specification and contract
- Assisting Projects and Development Team in development of Bid/Tender and Proposals structures, identifying and leading on process improvement where necessary
- Attend commissioner and any other meetings as required
- Development of a 'Bid Library' and maintain a suite of case studies and other records to be utilised across Bid and Tender proposals
- Build background on commissioning partners to ensure bids reflect current priorities and strategic plans
- Assist the Head of Business Development in completing capital appraisals to include research regarding demographics, labour market, fee rates, market position statements etc.
- Updating organisational reporting mechanisms (including CRM) to ensure opportunities are tracked and monitored effectively
- Support the Bid Manager in completing Key Performance Indicator Reports and any other information required to inform strategic and other decision making
- To support operational and other colleagues in projects relating to existing services which are not fit for purpose/due for re-tender to maximise retention.

Performance Management

- Ensure consistent practice and project planning activities across all programmes, fostering a culture of continual improvement
- Maintain personal development and identify improvement needs in conjunction with the Bid Manager and seek opportunities to continually improve personal capability to achieve organisational objectives and respond to the changing need of the sector
- Sharing of best practice amongst the business and the Business Development team
- To deputise as required for the Bid Manager and undertake any other duties required to meet the needs of the organisation.

KEY REQUIREMENTS

1.	Qualifications	Essential/ Desirable
	• Educated to HND level or equivalent work experience of working in a similar role • Degree qualified in related discipline	E D
2.	Skills / Abilities	
	• Strong written English language skills • Proficient in MS Office applications / excellent IT skills • Problem solver - proactive, innovative, dedicated approach to completing work • Demonstrable communication and interpersonal skills • Ability to take lead on task completion activities, with minimal supervision • Credible, and comfortable in dealing with multi-agency partners • Proven skills in producing and editing content • Excellent research, writing and checking skills with close attention to detail • Ability to coach teams and subject matter experts in writing best practice • Strong time management / prioritisation skills	E E E E E E E E E E
3.	Experience	
	• Experience of working within a business development environment, preparing bids and tenders • Solid ability to interpret information and present it legibly and concisely • Experienced in participating in Tender/Bid Review Teams, document production, editing and finalisation • Ability to think on their feet and consider all implications, restrictions and impacts • Experience of successfully securing new business in the social care sector • Understanding of social care market and associated challenges	E E E E D D
4.	Knowledge	
	• Knowledge of Community Integrated Care • Knowledge social care legislation and regulation • Knowledge of the Third Sector	E D D
5.	Personal Attributes	
	• Reliable and determined • Empathetic communicator, able to see things from other person's point of view • Keen for new experience, responsibility and accountability • Able to get on with others and be a team-player	E E E E

NB: This job description is not intended to be an exhaustive list of duties and responsibilities, but to give an indication of the main areas of activity and involvement.

This Job Description is an outline of the key tasks and responsibilities of the post and the post holder may be required to undertake additional duties appropriate to the pay band. The post may change over time to reflect the developing needs of the Charity and its services, as well as the personal development needs of the post holder.

DATE PREPARED:
PREPARED BY :

23rd March 2018 - Karen Sheridan, Managing Director
Updated 20th January, Rowan Horton, Bid Manager

