Job Description

|  |  |
| --- | --- |
| **Role Title:** | Bid Manager and Writer |
| **Service:** | Development Team |
| **Reporting to:** | Director of Development, Marketing and Communications |
| **Reports:** | Bid Coordinator |
| **Number of Role Holders** | 1 |

|  |
| --- |
| **Overview**  We are seeking a highly motivated and passionate Bid Manager and Writer to lead the Competitive Tendering and Bidding processes on behalf of the SIG with responsibility for:   * Management of Marketing and Bid Coordinator * Writing of high-quality Competitive Tenders and Proposals * Understanding the current market and feeding information to guide strategic planning * Supporting colleagues within the development team to develop products, funding bids or proposals to grow the works of the SIG   This is a crucial role within the organisation and involves building relationships with commissioners, attending market engagement events, understanding the nature of the work the SIG does to support people and getting that across successfully in tenders.  This role will work directly with the Director of Development, Marketing and Communications, the Group CEO and other colleagues, to traverse the commissioning landscape and strategically grow the business geographically and financially.  This role is a key position in the Development, Marketing and Communications team and will feed into every area of the charity. |
|  |
| **Shift Pattern**  Monday to Friday – 9:30am – 5:30pm |
|  |

|  |  |
| --- | --- |
| **Main Responsibilities** | |
| **1.** | Responsible for all elements of the Bidding process including identification of opportunities and writing. |
| **2.** | To lead the development of bid responses, including bid structure, content and responses, ensuring tenders are submitted on time and achieve highest scores by the evaluator(s). Support will be provided by the Bid and Marketing Coordinator as well as the Assistant Bid Writer. |
| **3.** | To effectively liaise with all internal and external stakeholders to collate required information and translate that into a cohesive response to method statement questions. |
| **4.** | To develop and manage an internal network of subject matter experts and bring them into the development and writing process as required |
| **5.** | Attend Market Engagement events in strategic areas, host internal proposal briefings, and liaise with operations team to develop compelling Method Statements for tenders. |
| **6.** | Ensure the tenders and proposals are informed by national policy and guidance, local needs and political insight |
| **7** | Chair presentation development meetings with senior colleagues, supporting decision-making and agreeing bid development plans. |
| **8.** | Support colleagues to develop presentations, where requested write briefings and lines to take for potential presentation questions |
| **9.** | Work with the Bid and Marketing Coordinator and Bid Writing Assistant to build a library of method statements, case studies and good practice examples. |
| **10.** | Direct Line Management of the Bids and Market Coordinator to ensure all suitable opportunities are identified and tendering processes are completed successfully |

|  |  |  |  |
| --- | --- | --- | --- |
| **Knowledge and Skills** | | **D=desirable**  **E=Essential** | |
| **Experience** | | 1. E 2. E 3. D 4. E 5. D | |
| 1. Experience of successfully writing tenders that have resulted in significant wins both financially and strategically. 2. Track record in Bid Management and of planning and developing compliant and successful proposals/bids. 3. Sound judgement, good interpersonal and persuasive skills, and the confidence to operate with autonomy 4. Ability to demonstrate that you are comfortable engaging with, shaping and presenting organisational messages effectively to a variety of difference audiences. 5. Understanding of the Health and Social care sector including Mental Health, Alcohol and Substance use , Housing and Homelessness | |
| **Knowledge/Qualifications** | | 1. E 2. E 3. E 4. D | |
| 1. Excellent English verbal and writing skills, with significant experience of writing and developing competitive bids and proposals. 2. Substantial Bid Management experience, including a proven track record of successfully securing new work or retaining existing contracts. 3. Strong interpersonal and relationship-building skills and demonstrable experience of building relationships with influential stakeholder. 4. Knowledge of Health and Social care, best practice, National policy and the support needs of vulnerable people within society. | |
| **Policies/Procedures** | |  | |
| 1. N/A | |
| **Systems/Applications** | | 1. E | |
| 1. Microsoft Office | |
|  | |  | |
| **Person Specification** | | | |
| **1** | You must enjoy writing, have an eye for detail, want to develop new services that further the charity’s aims and have a hunger to win! | | E |
| **2** | This is a hands-on role, you will be self-motivating and enjoy inspiring others to thrive in a dynamic environment. | | E |
| **3** | Ability to understand the complexities of the people we work with, have a willingness to engage with them and inspire others through your writing to want to work with the SIG and have us deliver services. | | E |
| **4** | Good coaching skills with the ability to pass knowledge onto, train and motivate others. | | E |
| **5** | Teamwork, Self-Motivation, Enthusiasm! | | E |
| **6** | Willingness to travel across London, Brighton, Luton and Bedfordshire | | E |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Authors | | |
| Version number  1 | Date  03rd January 2020 | Initials   GT | Initials | Year   2020 |