

## **Job Description**

<b>Job Title:</b>	<b>Bid Writer</b>
<b>Salary Range:</b>	<b>£30,000 - £35,000</b>
<b>Reports to:</b>	<b>Senior Bid Writer</b>
<b>Location:</b>	<b>UK-wide</b>

### **Purpose**

1. Research, write, prepare and submit high quality bids and tenders for allocated opportunities to achieve agreed business growth strategies and plans.
2. Support Business Development Partners on opportunities to research and develop bid responses.
3. Manage bid / tender processes for allocated opportunities under the direction of the relevant Business Development Partner.
4. Develop and maintain a range of template responses and boilerplate text for standard bid questions that is of the highest standard and accuracy.
5. Operate as a team working with the Business Development Partners to leverage synergies across the group and bid for larger opportunities.
6. This role provides a career development opportunity towards the Senior Bid Writer or Business Development Partner role.

### **Duties**

1. Researching, writing, preparing and submitting high quality tenders in line with the business growth strategy. The role involves both bid management and bid writing duties. The Bid Writer will be expected to manage this process on low value opportunities and provide support for medium to higher value opportunities.
2. Develop and maintain a range of template bid responses that can be used by Bid Writers and Business Development Partners.
3. Work with colleagues across the Commercial Directorate and wider group to ensure template bid responses are continually updated to ensure accuracy.
4. Develop and maintain, with the support of Bid Coordinators, up to date evidence to support bids such as references, performance data, financial accounts, etc.

5. Develop policy awareness on markets of interest to the Group.
6. Develop and build relationships with existing and new commissioners, funders and customers.
7. Supporting the preparation of supplemental tender /bid requirements in the format specified by the commissioner (e.g. financial models and implementation plans)
8. Completing expressions of interest and pre-qualification questionnaires for business opportunities as requested by Business Development Partners
9. Build strong relationships with internal support teams and operational staff to enable the collection of information required to support bid development
10. Support the implementation and handover of new contracts secured
11. Attending tender briefings and similar industry events

#### **Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be

communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

**Person Specification**  
**Job Title: Bid Writer**

(E = Essential D = Desirable)

<b>SKILLS AND CORE COMPETENCIES</b>
<p><b>Knowledge and Experience</b></p> <ul style="list-style-type: none"> <li>• Experience working in a role influencing and/or responding to public and social policy challenges (e.g. central and local government departments, working with MPs, Think Tanks or similar service delivery organisations) <b>(E)</b></li> <li>• Current awareness of policy agenda in relation to publicly funded employment, skills and social provision (e.g. DWP, ESFA, HMPPS) and other funders in markets of potential interest to the Group <b>(E)</b></li> <li>• Awareness and knowledge of national and local government contracting of public, social and support services <b>(D)</b></li> <li>• Educated to degree level with an outstanding academic record <b>(D)</b></li> <li>• Experience of bid writing <b>(D)</b></li> <li>• Operational awareness of delivering government funded employability, skills or social provision <b>(D)</b></li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Excellent written and verbal communication skills including presentation skills <b>(E)</b></li> <li>• Problem solving skills and the ability to think creatively <b>(E)</b></li> <li>• Highly organised, with good planning skills and the ability to deliver quality work to agreed target dates. <b>(E)</b></li> <li>• Excellent organisational and project management skills <b>(E)</b></li> <li>• Good interpersonal skills with the able to build and maintain relationships with a broad range of people <b>(E)</b></li> <li>• Able to process and analyse a broad range of data and information quickly and effectively <b>(E)</b></li> <li>• Able to work effectively within a team as well as independently <b>(E)</b></li> <li>• A willingness and ability to learn and spend time shadowing colleagues across the organisation including spending time working within frontline delivery <b>(E)</b></li> </ul>

**Personal qualities, communicating and relating to others**

- A strong commitment to high standards of service delivery and customer care **(E)**
- Commitment to apply Shaw Trust's values and behaviours to all aspects of work **(E)**
- Willingness to be flexible in approach to work, travel and/or work time requirements **(E)**
- High levels of enthusiasm, motivation and resilience **(E)**

**Safeguarding**

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**

**Other**

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity **(E)**