



**Job Title:** Bid Writer – Intern

**Salary Range:** £18,028 – £23,028

**Period:** 6 months

**Reports to:** Business Development Manager

### **Who are we?**

Shaw Trust is a progressive charity on an exciting journey to help five times more people over the next five years. For over 30 years we have supported disabled and disadvantaged people to make positive changes to their lives through training and employment, and our ambitious plans need the right people to help us transform many more lives, in many more ways.

What we do is exciting, fulfilling and diverse and it's about to get even better. As well as employment services, we work with children in schools, help offenders in prisons, and empower people to take part in activities that many of us would take for granted.

Interning with us gives you far more benefits than working with a 'just for-profit' organisation; it gives you the chance to help turn someone's life around.

### **What we need?**

The right candidate will help in supporting the Business Development team to write high quality tenders across sectors including: employability, justice, health, skills and young people, ensuring that we meet the requirements of commissioners and deliver improved outcomes for service users.

You will work as part of a team responsible for successfully generating new business opportunities in line with the aims, objectives and values of the charity.

### **Are you right for this opportunity?**

- Do you want experience of helping to transform the lives of people through research and tender development and writing?
- Do you thrive in an environment that encourages you to find new ways to help people?
- Do you motivate people, work well in a team and stay focused under pressure?
- Do you have a strong track record of achieving objectives?

## **Key Duties**

- Support the Business Development Team to write high quality bids across sectors including: employability, skills, enterprise, justice and young people.
- With support from the Business Development Manager to write high quality responses to deadline and revise drafts in accordance with quality assurance.
- Ensure bid submissions are of a professional standard in accordance with branding and company guidelines. These include bid and prequalification documents and marketing material.
- Work in line with agreed bid completion plans and support the Business Development Manager/Head of Business Development to ensure all components of the bid are delivered in line with the plan.
- Collate information from across the business so we maintain an accessible library of supporting evidence for bidding activity.
- Take direct responsibility for production of documents.
- Carry out ad-hoc administrative activities and/or projects as required
- Share best practice in bidding and promoting the use of best practice throughout the organisation.

## **General**

- Be aware of health and safety and safeguarding issues and, within the area of control, implement Shaw Trust's health and safety policies to maintain a safe environment, complying with health and safety and other legal requirements.
- Ensure that the work undertaken is conducted to the highest professional standards.
- Promote, comply with and implement all of Shaw Trust's policies and procedures.
- Promote the culture and ethos of Shaw Trust.
- Report to line manager, or other appropriate person, in the event of awareness of bad practice.
- Recycle and manage energy within your work environment.

The purpose as outlined in this job description is not exhaustive and may change from time to time due to the changing nature of the working environment.

## **Person Specification**

### **Knowledge and Experience**

#### **Essential**

- Experience of delivering work to tight deadlines and managing multiple work streams

#### **Desirable**

- Experience of producing quality documentation to exacting requirements and paying close attention to detail
- Ideally educated to degree level or equivalent (or be looking to complete a work placement as part of a degree course or able to demonstrate relevant transferable experience).

- Knowledge of the welfare to work/skills/justice/health sectors.

## **Skills and Abilities**

### **Essential**

- Excellent written communication and presentation skills
- Problem solving skills
- Ability to think creatively
- Good numerical and analytical skills
- Excellent attention to detail
- Good team working skills
- Must be proficient in Microsoft (Word and Excel and related software) and able to quickly grasp new programmes as required

## **Personal Qualities and Attributes**

### **Essential**

- Demonstrably committed and resilient, flexible and innovative
- Good interpersonal skill with the ability to build and maintain relationships with a broad range of people

## **Safeguarding**

### **Essential**

- Be able to display a awareness understanding and commitment to the protection and safeguarding of young people and vulnerable adults.
- This post requires a DBS disclosure at Basic Level

## **Other**

### **Essential**

- Have a understanding of and be able to demonstrate a commitment to Equality Opportunities and Diversity