

Job Description

Job Title: Business Development Coordinator

Reports to: Senior Business Development Coordinator

Grade Band: E

Location: Homebased with the ability to travel to meetings as required

Purpose

The Commercial Team at Shaw Trust are responsible for achieving commercial growth. This includes formal bidding opportunities to deliver new services or to continue running the services we currently deliver.

The Business Development Coordinator will provide bid coordination support for the Shaw Trust group Commercial Team, with a focus on identifying new business opportunities and supporting the tendering process. The role sits within the Commercial Team in the Commercial Support Team.

Main Duties and Responsibilities

Coordination of the Shaw Trust group opportunity pipelines.

1. Identify current and future tender opportunities in line with commercial growth strategy.
2. Capture advertised and internally notified opportunities for review in line with current procedures, analysing tender documents and capturing key information in stakeholder CRM (Salesforce).
3. Research, track, and maintain opportunity pipelines.
4. Chair and note actions during weekly review meetings, ensuring follow-up activities are actioned and logged.
5. Build and maintain strong relationships with operational colleagues to share and collate commercial opportunity information.

Coordination of Shaw Trust group tender submissions.

6. Support Business Development Partners by coordinating the collation and submission of all bids and projects, ensuring compliance with all requirements and deadlines.
7. Coordinate the completion of pre-qualification questionnaires, expressions of interest and surveys within agreed deadlines.
8. Coordinate communications via commissioner portals, ensuring messages are shared with and actioned by the appropriate members of the organisation.

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9. Coordinate the clarification questions process with commissioners for active bids.
10. Update Outlook diaries with project plan deadlines and meetings.
11. Manage all bid and response documents in Huddle (shared document portal), maintaining filing systems and user access.
12. Coordinate and attend bid kick off meetings and other key meetings as requested by the Business Development Partners and the Senior Business Development Coordinator, producing minutes and actions.
13. Coordinate the governance sign off process for commercial opportunities. Supporting internal meetings by circulating agendas, documents, presentations and taking minutes and actions.
14. Provide proofreading support for commercial submissions.
15. Capture financial modelling information for tenders against commercial targets in stakeholder CRM (Salesforce).
16. Coordinate the storage and sharing of TUPE data to support tenders, ensuring all confidentiality conditions are adhered to.
Coordination of Commercial Support Team administrative tasks.
17. Manage mailboxes, adhering to, and maintaining filing structures.
18. Produce regular and ad hoc Salesforce reports and dashboards on commercial team activity.
19. Maintain an up-to-date database of company information and accreditations, current/historic tender submissions, and commercial growth strategy.
20. Build and maintain strong relationships with central services and operational staff to enable the collation of information required to support high quality bid development.
21. Maintain and update internal commercial support processes and working instructions.
22. Cross working with Commercial Support Coordinators as required.
23. Assist the Senior Business Development Coordinator and Head of Commercial Support with tasks as required.

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 of 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.

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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 a Diversity and Inclusion 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 Risk, 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 in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

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.

<p>Person Specification</p> <p>Job Title: Insert Job Title (E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Must be proficient in Microsoft (Word, Excel, Outlook, Teams) and related software (E) • Knowledge and experience of using procurement portals e.g. Jaggaer, Pro-Contract, In-tend (E) • Experience of Salesforce, Huddle, Visio (D) • Able to use the track changes function within Word (D)
<p>Experience</p> <ul style="list-style-type: none"> • Experience of providing administration support (E) • Supporting project management or project coordination (E) • Experience of tendering processes and documents (E) • Experience in Bid Coordination (D) • Interpreting information within bid documents (E) • Experience and confidence in scheduling and minuting complex meetings effectively, capturing key decisions and actions (E) • Experience in presenting information and note taking (E) • Experience in proofreading (E) • Carrying out research to support bid development (D) • Awareness and knowledge of national and local government contracting of public, social and support services (D) • Experience of Government tendering (D) • Some bid writing experience (D)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Excellent IT skills, including familiarity with Microsoft Office software and previous experience of working with databases (E) • Excellent written communication and presentation skills (E) • High attention to detail and accuracy (E) • Highly organised, with excellent planning skills and the ability to deliver quality work to agreed target dates (E) • Problem solving skills and the ability to think creatively (E) • Able to prioritise a varied workload and support multiple projects (E) • Able to process and analyse a broad range of data and information quickly and effectively (E) • Understanding of data protection and information security (E)

Personal qualities, communicating and relating to others.

- High levels of enthusiasm, motivation, and resilience **(E)**
- Good interpersonal skills with the ability to build and maintain relationships with a broad range of stakeholders **(E)**
- Able to work effectively within a remote team as well as on own initiative . **(E)**
- Commitment to apply Shaw Trust's values and behaviours to all aspects of work **(E)**
- On occasion flexibility with working hours may be required to suit the needs of commercial deadlines **(E)**
- Ability to travel when required **(E)**

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults **(E)**
- This post requires a Disclosure and Barring Service Check at a basic level **(E)**

Other

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