

Job Description

Job Title:	Bid Writer
Reports to:	Business Development Manager
Grade Band:	D
Location:	Home Based (in the UK), but with occasional in person travel requirements.

Purpose

Shaw Trust is a charity committed to employment as the core pathway to a better life and recognises that access to good employment is critically dependent on what happens in people's formative years and the opportunities they then have. To support this commitment, we provide a broad framework of complementary services including: Education and Skills, Children and Young People's Services, Health and Wellbeing.

We partner with the UK Government, devolved administrations, local authorities, combined authorities and NHS Trusts and have extensive experience of delivering contracts across the public sector (c. £200m turnover p/a).

The Bid Writer is a meticulous and highly organised individual who, working as part of the Bid Management Team. This is a great opportunity for an excellent writer looking to for the next step on your bid writing career in a successful team with progression opportunities.

Main Duties and Responsibilities

1. Completing and refining high-scoring written responses for competitive tenders across Shaw Trust's core markets, working to internal drafting deadlines. This will be the primary day-to-day duty of the job. Moving forward, you will be increasingly adept in applying AI bid writing tools to assist you in this task.
2. Producing supplemental tender enclosures and attachments such as staffing structures charts and implementation plans.
3. Analysing the purchasing authority's Invitation to Tender (ITT) documentation to ensure our written responses are fully compliant and fulfil the specified service requirements. You will be able to identify where relevant clarification questions need posing to the authority, and to clearly draft these.
4. Working closely with internal departments, including Finance, Operations, Research & Development, and Partnerships, to confirm our service offer and to capture relevant internal evidence which demonstrates our capacity and

capability to win each tender.

5. Occasionally representing Shaw Trust at buyer market engagement events, commercial dialogue sessions, and post-tender presentations / interviews.
6. Supporting successful project delivery including developing and adhering to project plans, co-ordinating and critiquing inputs from wider colleagues (potentially including external consultants), ensuring compliance with buyer requirements.
7. Supporting our internal governance sign-off process, contributing to sign-off papers and risk registers, in partnership wider colleagues, and assisting in responses to governance challenges tabled by senior managers.
8. Adhering to internal bid management processes, including file naming conventions, version control, internal bid library resources, and post-bid “lessons learned” reviews which drive continuous improvement in our bidding practices.
9. Supporting the hand-over process to operational colleagues when tenders are successful, to help ensure that bidding commitments and obligations are correctly understood and carried forward.
10. Maintaining up-to-date awareness and understanding our our current programmes, accreditation, and operating structures to inform bidding responses. This extends to having a good ongoing understanding of future provision policy developments across our core markets. This may include occasional fact-finding visits to our delivery sites.
11. Actively supporting fellow Commercial colleagues to share good practice, knowledge and insights. This includes participation in weekly on-line team meetings, and half-yearly in-person full team meetings.

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 others who may be affected by their acts of omissions whilst at work. Employees are required to co-operate with the Trust to enable them to perform or comply with 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 of 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 style="text-align: center;">Person Specification Job Title: Bid Writer (E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none">• Demonstrable competency in bid writing (E) and bid management (D) for public sector contracts, with a record of success.• Educated to degree level or equivalent work experience (D)• Association of Proposal Management Professionals certification (D)
<p>Experience</p> <ul style="list-style-type: none">• Relevant previous experience of successful bid writing experience for high value contracts (£5m+) within one or more of the Trust's core markets (employability, community health, vocational education/skills, justice, or children's homes) (E)• A career history in an organisation which operates in the same or very similar markets to Shaw Trust (D)• Some experience of leading/facilitating service design processes including co-design and co-production with internal and external partners (D)• Current awareness of policy agenda in relation to publicly funded services (D)• An underpinning understanding of cross-cutting third sector funding issues (D)• Understanding of UK commissioning landscapes, including Devolution Agenda, Devolution Deals and how this will impact on public service delivery (D)

Skills and Attributes

- Excellent written communication skills, capable of producing persuasive, informed and high-quality bids and supporting documents with high attention to detail. **(E)**
- Effective time management and organisational skills and capable of meeting challenging deadlines **(E)**
- Able to maintain a focused and professional attitude to successfully prioritise work tasks with competing deadlines, while working under pressure **(E)**
- High level of commercial acumen **(D)**
- Able to work effectively within a team (including cross-functional and across different organisations), as well as independently **(E)**
- Able to process, analyse, manipulate and translate a broad range of complex data quickly and effectively **(E)**
- Strong problem-solving and solutioning skills in developing creative and innovative propositions in response to opportunity specifications **(E)**
- Able to build and maintain strong relationships, capable of influencing at all levels and unafraid to constructively challenge **(E)**
- Able to identify, suggest and source relevant information from colleagues across the organisation to support bid management / writing **(E)**
- Highly proficient in Microsoft Office and Sharepoint and related software and able to quickly grasp new programmes as required **(E)**
- Competency and knowledge in using AI bid writing tools/software **(D)**
- Excellent verbal and written skills and ability to communicate concisely and effectively and confidence to present at senior level **(E)**
- Skilled in negotiating and influencing discussions in complex or difficult areas to achieve desired outcome **(E)**
- Embraces change and drives for continuous improvement **(E)**
- Demonstrable ability to coordinate and support the handover of new contracts to operational teams **(D)**
- Understanding of our client group and the barriers our clients may face **(E)**

Personal qualities, communicating and relating to others

- A competitive and driven nature; working to the highest standards and giving their utmost to give the Trust the best opportunity convert winning bids **(E)**
- Able to manage a workload effectively in a homeworking context, working autonomously, independently, and comfortably, being mindful of having limited in-person interactions with colleagues **(E)**
- Ability to self-critique and take personal ownership for professional development, over and above formal training provided by the Trust **(E)**
- Able to demonstrate being highly organised, have excellent planning skills and be able to deliver to agreed target dates **(E)**
- Ability to work on own initiative, as well as in consultation and negotiation with senior managers and other stakeholders as required **(E)**
- Willingness to be flexible in approach to work and work time requirements **(E)**
- High levels of enthusiasm, motivation and resilience while working under pressure **(E)**
- Commitment to applying Shaw Trust's values and behaviours **(E)**
- Excellent interpersonal, communication and presentation skills **(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

- Understand and be able to demonstrate a commitment to Equal Opportunities and Diversity **(E)**