

Job description

Job Title: Bid Writer

Location: Flexible location, national travel as required.

Hours: 37 hours per week

Grade: Grade 3 Points 24 – 28 plus home working allowance £480 pro rata per annum

Service: Business Development Team

Reports to: Bid Manager

Principal Accountabilities:

1. To write successful tender responses and grant proposals that clearly articulate Family Action's offer in a way that is compelling and consistent with our brand.
2. Produce quality written material in easy to understand ways; convey ideas graphically and tailor documents to specific audiences.
3. To attend briefings and market warming events to establish local intelligence and potential partnerships to inform tendering processes.
4. Assist in the completion of prequalification documentation when needed.
5. To lead and support Team Around the Bid meetings and conference calls.
6. To devise and deliver, and attend as necessary, presentations for tender interviews.
7. To support Deputy Directors and Operational teams to build on existing work and in securing new work.
8. Develop and sustain positive working relationships with partner organisations and showcase the impact of the organisation's work.
9. To be bold, proactive and creative in designing and developing new service models.
10. To develop a core set of stock answers, case studies and tender materials to be stored centrally.
11. In conjunction with the Impact and Influencing Manager, engage all the services in evidencing the impact of their work both for evidence in tendering processes and for the organisation to continuously improve our outcomes
12. To input and maintain information on Family Action's CRM system.
13. To communicate and promote a positive public image of Family Action, representing the organisation to increase professional and public awareness of its work and of the views and needs of service users.
14. To be able to evidence Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
 - Being people focused
 - Reflecting a 'can do' approach
 - Striving for excellence in everything we do
 - Having mutual respect for everyone we work with, work for and support through our services
15. To ensure you have an understanding (appropriate to your role) of, and comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.

16. To comply with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
17. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
18. To work flexibly as may be required by the needs of the service and carry out any other reasonable duties as required.

Person Specification

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> • Educated to degree level or similar professional experience 	X	
Experience		
<ul style="list-style-type: none"> • Demonstrable experience of working in a business development role for at least 12 months 	X	
<ul style="list-style-type: none"> • Track record in winning bids and generating income 	X	
<ul style="list-style-type: none"> • Experience of bid writing in a clear and concise manner 	X	
<ul style="list-style-type: none"> • Experience of modelling to a variety of service models 	X	
<ul style="list-style-type: none"> • Experience of setting and management of financial budgets 	X	
<ul style="list-style-type: none"> • Experience of developing and delivering presentations 	X	
<ul style="list-style-type: none"> • Experience of working in health and/or social care sectors 		X
Skills, knowledge and aptitudes		
Ability to establish effective working relationships at all levels, both internally and externally	X	
<ul style="list-style-type: none"> • Excellent verbal and written communication skills with excellent English language skills 	X	
<ul style="list-style-type: none"> • Ability work collaboratively as part of a team and with a wide range of individuals in a range of roles 	X	
<ul style="list-style-type: none"> • Ability to critically evaluate business development opportunities 	X	
<ul style="list-style-type: none"> • Ability to manage high pressure situations in order to meet deadlines 	X	
<ul style="list-style-type: none"> • Knowledge of key legislation affecting health and social care sectors 		X
<ul style="list-style-type: none"> • Knowledge of policy drivers affecting procurement 		X



Building
stronger
families
150 years

Personal skills/other requirements		
• Ability to travel as required with access to own car	X	
• Willingness to work nationally, as required	X	
• Ability to manage conflicting demands and priorities on time	X	
• Flexible approach to working hours	X	
• Self-motivated with the ability to use initiative and work unsupervised/minimal supervision	X	
• Able to evidence Family Action's values at all times	X	