

JOB DESCRIPTION:

Job Title:	Junior Bid Writer
Location:	Home-based, national travel as required
Hours:	22.2 hours per week (3 days – to be negotiated)
Grade:	Grade 3 (lower) Point 20-23
Service:	Business Development Team
Reports to:	Business Development Manager

Summary:

The Junior Bid Writer supports the writing of commercial tenders and bids, as well as trusts and grants proposals (as required), that fully articulate Family Action's offer. The post works closely with the Business Development Manager, Bid Writer and wider Business Development Team to secure additional contracts and to support the retention of existing contracts.

Principal Accountabilities:

1. To write successful tender responses and business proposals that clearly articulate Family Action's offer in a way that is compelling and consistent with our brand
2. To undertake background research and collate data and evidence to inform bid responses
3. Produce quality written material in easy-to-understand ways; convey ideas graphically and tailor documents to specific audiences
4. To attend and support Team Around the Bid Meetings and other meetings as required, bringing ideas and enthusiasm
5. To attend briefings and market warming events to establish local intelligence and potential partnerships to inform tendering processes
6. Assist in the completion of pre-qualification documentation when needed
7. To contribute to the development of presentations and interview packs for bid interviews and clarification meetings
8. To be bold, proactive and creative in designing and developing new content for tender submissions
9. To support the development of core stock answers, case studies and tender materials to be stored centrally
10. To develop and sustain positive working relationships with Deputy Directors and Operational teams to enable them to effectively participate and contribute to tendering activities

11. Engage all services in evidencing the impact of their work for evidence in tendering processes
12. To provide summaries of tendering opportunities to determine suitability and inform next steps
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:
 - a) Being **people** focused
 - b) Reflecting a '**can do**' approach
 - c) Striving for **excellence** in everything we do
 - d) 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 & Inclusion and Ethical Policies 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 department and carry out any other reasonable duties as required.

PERSON SPECIFICATION

Qualifications	Essential	Desirable
1. Educated to degree level or similar professional experience		X
Experience		
2. Knowledge of and competence in the use of a range of Microsoft Office programmes including Office 365, Microsoft Word, Microsoft Excel and Microsoft Outlook	X	
3. Experience of undertaking research and analysis to inform written narrative	X	
4. Some experience of bid writing in a clear and concise manner		X
5. Experience of developing and supporting presentations	X	
6. Experience of working in health and/or social care sectors		X
Skills, knowledge and aptitudes		
7. Ability to establish effective working relationships at all levels, both internally and externally	X	
8. Excellent verbal and written communication skills with excellent English language skills	X	
9. Ability to work collaboratively as part of a team and with a wide range of individuals in a range of roles	X	
10. Excellent organisational skills, including the ability to manage your own workload and have good attention to detail	X	
11. Ability to manage high pressure situations in order to meet deadlines	X	
Personal skills/other requirements		
12. Ability to travel as required (preferable with access to own car)	X	
13. Willingness to work nationally, as required	X	
14. Flexible approach to working hours	X	
15. Self-motivated with the ability to use initiative and work unsupervised/minimal supervision	X	
16. Able to always evidence Family Action's values	X	