



JOB DESCRIPTION & PERSON SPECIFICATION

- Job title:** Bid Writer
- Service:** Business Development Team
- Salary:** Grade 3 (Upper) Point 24-28 + £480 homeworking allowance
- Hours:** 37 hours per week (Full-time)
- Location:** Home-based, national travel as required & in agreement
- Responsible to:** Business Development Manager

Job Summary:

The Bid Writer holds responsibility for writing tenders that fully articulate Family Action's offer. The post works closely with operational teams to develop budgets and service models to secure additional contracts and to support the retention of existing contracts.

Key Tasks & Responsibilities

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 pre-qualification 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. Engage all services in evidencing the impact of their work for evidence in tendering processes
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:
 - 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 service and carry out any other reasonable duties as required.

PERSON SPECIFICATION

Requirements		Essential	Desirable
Education, Qualifications & Background			
1	Educated to degree level or similar professional experience	✓	
Experience			
2	Track record in winning bids and generating income	✓	
3	Experience of undertaking research and analysis to inform written narrative	✓	
4	Experience of bid writing in a clear and concise manner	✓	
5	Experience of modelling to a variety of service models	✓	
6	Experience of developing and delivering presentations	✓	
7	Experience of setting and management of financial budgets		✓
8	Experience of working in health and/or social care sectors		✓



Knowledge & Skills			
9	Ability to establish effective working relationships at all levels, both internally and externally	✓	
10	Excellent verbal and written communication skills with excellent English language skills	✓	
11	Ability to work collaboratively as part of a team and with a wide range of individuals in a range of roles	✓	
12	Ability to critically evaluate business development opportunities	✓	
13	Ability to manage high pressure situations in order to meet deadlines	✓	
14	Knowledge of key legislation affecting health and social care sectors		✓
15	Knowledge of policy drivers affecting procurement		✓
16	Ability to manage conflicting demands and priorities on time	✓	
17	Self-motivated with the ability to use initiative and work unsupervised/minimal supervision	✓	
Values			
18	<p>Able to evidence Family Action's values at all times, which underpin our mission of 'building stronger families' by:</p> <ul style="list-style-type: none"> • 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 	✓	
19	Be committed to equal opportunities and uphold and comply with Family Action's Equality, Diversity & Inclusion policy in all aspects of your work, promoting its principles amongst colleagues, service users and other members of the community.	✓	
In addition			
20	Ability to travel as required (preferable with access to own car)	✓	
21	Willingness to work nationally, as required	✓	
22	Willing to work flexibly and outside core hours, including early morning, late evenings, and occasional weekends.	✓	