

Senior Bid Writer

Job Description &
Applicant Information Pack

Closing date – 09:00am, Tuesday 2nd April 2024

Introduction from the Chief Executive

Dear applicant,

Thank you for your interest in working at POhWER. I'm delighted that you're interested in joining us – your application is the first step.

POhWER was established in 1996 by a number of founders, all of whom had disabilities and were fighting social injustice and challenges in their lives. POhWER still operates with these roots at the heart of everything it does; supporting marginalised, vulnerable and socially excluded people through its work. If this sounds like something you want to be a part of, please read on.

If your application is successful, you'll join a team of passionate professionals that over the past year has supported more than half a million people through our free, independent, and confidential services. As a charity we're ambitious to grow our reach and impact, and to continuously improve the experience of those we work with and for.

As POhWER's Chief Executive, our open, candid and inclusive work culture is what I think makes POhWER such a special place to work. If you are up for joining us, I would welcome and encourage you to apply. Thank you again for your interest in working for POhWER.

Warm Regards,
Vicky Browning, interim Chief Executive.

JOB DESCRIPTION

Job title:	Senior Bid Writer, National
Team:	Service Design and Development
Directorate:	Director of Fundraising and Engagement
Reports to:	Bid Manager
Location:	Home-based with occasional travel
Job reference:	182
Contract type:	Fixed-term until 31 st March 2025
Part-time	22.2 hours, 3 days per week, between Monday to Friday 9am – 5pm
Salary:	£19,299.60 - £22,705.20 (Full time equivalent £32,166.00 - £37,842.00) per annum (<i>dependent on experience</i>) + <i>Benefits!</i>
Date:	March 2024

Job Purpose

To support the Bid Team with the identification of tendering opportunities, producing high quality written tender responses, tracking new and existing business, and ensuring the smooth handover of new contracts to the Director of Fundraising and Engagement.

To identify and be responsible for reporting on trends in commissioning practice and direction to inform business plans.

This role involves

Agreeing to POhWER's Values which are to ensure we put people at the heart of everything we do. As part of the leadership forum, the Associate Director will be expected to provide high quality and visible leadership to all staff and act as a role model for POhWER's Values:-

- **P**rofessional
- **E**mpowering
- **O**pen, free and fair
- **P**ositive
- **L**ocal
- **E**ngaging

- Lead and co-ordinate tender activity ensuring that POhWER wins and retains new and existing services and contracts
- Take ownership of the bid response, style and format and overseeing it through the production process.
- Prepare and write tenders in a persuasive manner that takes full account of customer-specific style and content.
- Liaise with other departments and team members to gather information including financial information, operational experience and HR information
- Lead on the preparation of specific detailed parts of complex proposals that comply with customer requirements.
- Provide analysis of complex information to enable appropriate and timely responses to commissioner enquiries or requests.
- Keep up to date with contracting best practice and the legal framework
- Identify opportunities that add value to our tenders and to make service delivery cost effective
- Occasional requirement to support the Service Design and Development Team and the wider organisation

Dimensions

Number of direct reports: 0

Knowledge, Skills and Experience

As a minimum you will have:

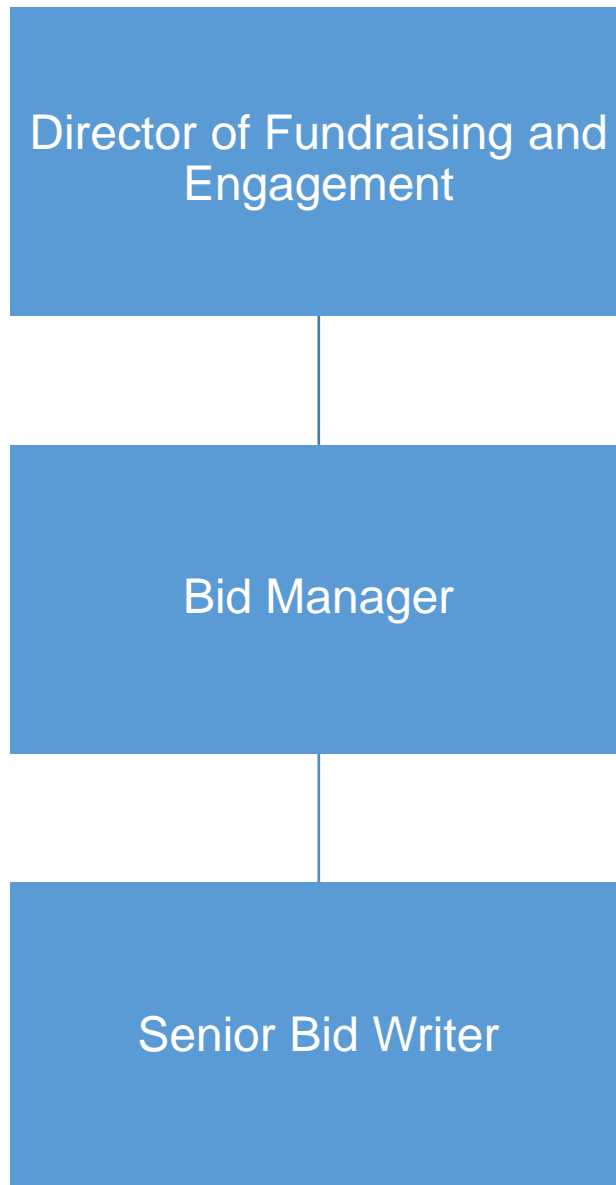
- Two years' experience of public sector tendering, ideally for a voluntary or not-for-profit sector organisation,
- A proven track record of winning business
- Knowledge and understanding of information, advice and advocacy services
- Experience or knowledge and understanding of the public and charitable sectors
- Excellent standard of written and oral communication.
- Strong research and analytical skills.
- Excellent attention to detail.
- Excellent proof reading skills.
- An ability to form effective relationships with staff at all levels in the organisation.
- Good IT skills with knowledge of all standard Microsoft packages.
- A professional, disciplined and proactive.
- Experience of working to strict deadlines.

- A commitment to seeing projects through to their conclusion
- An ability to influence and write persuasively.
- A solution focused approach with good problem solving skills.
- A confident, flexible and positive attitude.
- A commitment to personal professional development.
- Knowledge and understanding of the social and health care sectors and related policies, approaches and pathways and the commissioning cycle

Special Requirements:

- You may need to work outside normal office hours occasionally to ensure deadlines are met.

Organisational Chart



Competency Profile Senior Bid Writer

Competency	New to Role	Established	Current
Core			
Decision making Analyse and define the issue to be addressed and take a rational approach to solving problems. Take an innovative or creative approach if appropriate. Make decisions based on sound criteria.	2	3	
Corporate and team working Understands the responsibilities of representing POhWER. Deals with others in a climate of mutual respect. Understand the principles of team working. Offer help and support to colleagues. Demonstrate that diversity is valued.	2	3	
Personal organisation Plan and organise own work. Responsive and flexible manner in approach.	2	3	
Communication Able to communicate effectively with a wide variety of people. Use language appropriately. Able to use appropriate methods for communication.	2	3	

Competency	New to Role	Established	Current
Core			
Personal development Able to contribute to own development. Able to develop skills and knowledge. Able to undertake personal development planning. Uses techniques to ensure that reflective practice forms part of their approach to development.	2	3	
Building relationships Able to develop effective professional relationships within and outside POhWER. Sensitive and responsive to the needs of other people. Able to behave assertively to achieve outcomes.	2	3	
Using Information Technology Able to use technology to perform their role.	2	2	
Service Delivery			
Leading a team Identify goals and develop plans for the future development of the team. Enables others to perform effectively and participate fully in the work of the team. Promotes diversity within the team. Willing to accept responsibility for problems that arise within the team.	2	3	

Competency	New to Role	Established	Current
Service Delivery			
Staff management Manage staff to optimise performance and deal with problems appropriately. Organise people and delegate work to others. Motivate staff to achieve targets and objectives.	2	3	
Staff development Create an environment which encourages learning and development. Help staff to identify training and development needs and create personal development plans. Help staff to realise their potential by providing coaching and mentoring when appropriate.	2	3	
Complying with policies and procedures Knowledge and understanding of the legislation that governs POhWER's work. Knowledge and understanding of POhWER's policies and procedures. Monitor and take appropriate action in the event of non-compliance	3	3	
Persuading and influencing Develop and apply influencing tactics. Prepare and present persuasive arguments. Consult with stakeholders. Obtain commitment from others to a plan or idea.	2	3	

Competency	New to Role	Established	Current
Service Development			
Quality management Able to establish clear expectations and monitor the quality of work to ensure compliance with standards. Undertake audits and take prompt and effective action where problems exist. Able to undertake investigations	2	2	
Service development Identify future requirements and think creatively to identify ways in which resources can be better utilised. Ensure that service developments reflect the diversity amongst clients and prospective clients and responds to their needs. Able to produce business cases and proposals to secure funding and support.	2	3	
Marketing the service Able to identify the key local and national drivers in the market-place. Able to understand the needs of clients and develop and implement appropriate marketing plans.	2	3	
Project management Define the scope of the project and the intended outcomes and prepare a project plan with clear milestones. Have the ability to gain acceptance for the project plan with the key stakeholders.	1	2	

Competency	New to Role	Established	Current
Service Development			
Managing change Manage change in ways that gains and maintains the commitment of staff. Facilitate discussions in order to promote change.	1	2	
Information management Help define the information needed to support the delivery and development of services. Analyse and use information effectively.	1	2	

Diversity Statement:

POhWER is committed to equality of opportunity and celebrating diversity and we take great care to ensure that our actions as an employer reflect our ethos.

We particularly encourage applications from protected characteristic(s), who are currently under-represented at POhWER. As an organisation committed to human rights and creating equitable fair environments we welcome people from all backgrounds regardless of race, gender, gender identity, religion, sexual orientation, responsibilities for dependents, age or physical/mental disability.

POhWER is a member of the Disability Confident Scheme, a signatory of the Mindful Employer Charter and we currently hold the Investors in People (IiP) Silver Award. We are also an accredited Living Wage Employer.

Disabled applicants who meet all the essential criteria will be guaranteed an interview.