



Bid Officer

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:	Bid Officer
Directorate:	Support Services
Reports to:	Bid Manager
Location:	Home-based with occasional travel
Job reference:	183
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:	£13,890.00 - £14,883.00 (Full time equivalent £23,150.00 - £24,805.00) per annum (<i>dependent on experience</i>) + <i>Benefits!</i>
Date:	March 2024

Job Purpose:

Provide administrative and bid support to the Service Design and Development (SDD) team. This includes supporting the team to submit high quality bids to retain and expand our services. The Bid Officer will act in a supportive capacity, independently coordinating administrative functions as well as tracking new opportunities and supporting with competitor/market analysis and assisting with managing and tracking of contracts.

Key Requirements:

To provide administration support for the team including:

- First point of contact for all communications to the Business Development inbox
- Implementing efficient filing systems for the SDD team and contracts including updating tracker systems
- Supporting the Bid Manager and Grants and Partnership Manager throughout the tender/application process
- Monitoring tender trackers and identifying and scoping potential tender opportunities
- Completing SSQs (standard selection questionnaires) for tenders
- Attending market engagement events (virtually or occasionally in person)
- Managing use of tender portals including expressions of interest, submitting clarifications and downloading and sharing clarification responses
- Carrying out research for bid submissions
- Submitting tenders via the portals, ensuring all formatting and time frame requirements are met
- Producing manager's briefings for new services
- Liaising with commissioners, coordinating the contract signing process and chasing any outstanding paperwork

- Developing and maintaining strong working relationships with staff at all levels of the organisation - from the Senior Leadership Team to frontline support staff
- Sending regular updates including preparing and circulating weekly bid updates
- Managing the bid library
- Compiling reports and statistics as required
- Undertaking analysis of competitors.

Knowledge, Skills & Experience

As a minimum you should have:

- Excellent administrative, organisational and time management skills with the ability to work accurately, with attention to detail
- Knowledge and understanding of working in a Business Development team including good knowledge of the tender process
- Good IT skills with knowledge of standard Microsoft packages
- Good standard of English and maths
- Good confident written and verbal communication skills
- Commitment to a high level of confidentiality
- An energetic, confident and positive attitude with a high drive to learn new skills
- A strong team player with a flexible approach to meet needs of the team/business
- Ability to work confidently and independently with staff at all levels in the organisation
- Knowledge and understanding of production of reports in a variety of formats.
- Commitment to your own professional development

Ideally you will also have:

- Experience of using design software packages e.g. PowerPoint and Visio, to design visuals for tenders

Special Requirements:

- Occasional travel to POhWER's offices
- A DBS check may be required.
- You should be able to work outside normal hours occasionally when required.

Competency Profile

Bid Officer

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	
Team working Understands the rights and responsibilities of team membership. 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	2	
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	
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	2	
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	
Service Delivery			
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	2	3	
Persuading and influencing	2	2	

Develop and apply influencing tactics. Prepare and present persuasive arguments. Consult with stakeholders. Obtain commitment from others to a plan or idea.			
Service Development			
Quality Management Able to establish clear expectations and monitor the quality of work to ensure compliance with standards.	2	3	
Service Development Identify future requirements and think creatively to identify ways in which resources can be better utilised. Ensure that service development reflects the diversity amongst clients and prospective clients and responds to their needs.	2	3	
Managing Change Manage change in ways that gains and maintains the commitment of staff. Facilitate discussions in order to promote change.	2	2	
Information Management Help define the information needed to support the delivery and development of services. Analyse and use information effectively.	2	3	
Leadership Competencies			
Working Collaboratively Works across boundaries to create a positive climate in which good relationships flourish. Encourages trust and openness and work with a wide variety of people in a climate of mutual respect. Respects flexibly to different ideas and approaches.	1	2	
Dealing with Complexity Able to function comfortably and effectively in an uncertain environment. Able to deal with frequent and complex change and identify key issues and themes.	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.