



Bid Writer (Unpaid) to advise on bids and tenders

What will you be doing?

We are excited to announce an incredible opportunity for a talented Bid Writer to join our passionate team at the Africa Health Organisation (AHO)! Since 1999, we've been dedicated to delivering health and social care to millions across Africa and the Diaspora, and now we're ready to elevate our impact further.

This year, we're embarking on a mission to broaden our funding strategy by incorporating bids and tenders. Our goal is to engage with the governments in Africa and the UK, the public sector, and the public, providing essential practical and emotional support to those facing chronic conditions. We need a visionary like you to help us achieve our goals.

We're seeking a dynamic and experienced Bid Writer to assist the Bid Manager and Head of Bids in developing and executing a winning strategy to secure the necessary financial backing. There are numerous exciting possibilities ahead, including central government tenders, as well as local and statutory opportunities. We're eager to explore them all.

In this pivotal role, you'll assist the Bid Manager in planning and executing our bids and tender writing efforts, ensuring that our bid proposals not only shine but also come to life in meaningful ways. If you're a bid writer who thrives on creativity and collaboration, we want to hear from you! Additionally, you'll have the opportunity to inspire and mentor volunteers within our bid and tender team, making a positive impact together. Join us on this exciting journey!

What are we looking for?

Person Specification: What You'll Bring:

- Educated to a degree level
- At least three years of proven experience in bid and tender management, preferably within the healthcare (NHS & private), medical, or technology sectors.
- End-to-end bid management experience: A minimum of 3 years' experience leading the whole bid process.
- Preferred qualifications include a degree in Business, Communication, Marketing, Creative Writing, English or equivalent.
- APMP Certification is also desirable.
- Sector versatility: Experience in working with both public and private sector bids in the medical, biotech, biomed, health and social sectors is preferred.
- Industry knowledge: Understanding of contact centres and/or customer experience is essential.
- Commercial acumen: Strong business sense, negotiation skills, and a hands-on approach.
- Resilience under pressure: Able to thrive in a fast-paced environment and meet tight deadlines.
- Detail orientation: High attention to detail to ensure quality and accuracy.
- Growth mindset: Self-motivated, proactive, and focused on continuous improvement.
- Strong communicator: Confident and articulate, with the ability to build trusted relationships across stakeholders.
- Time management: Skilled at prioritising tasks and managing competing deadlines.

What difference will you make?

In this exciting role, you will lead the strategic effort to win new business through competitive bids, tenders, and proposals, ultimately driving AHO's success. Your specialised knowledge will enhance our win rates and maximise revenue by bringing clarity, quality, and coordination to what can be a complex and high-stakes journey.

Your primary mission is to boost AHO's tender win rates and strengthen our strategic advantage. By diligently overseeing each step of the bidding process—from initial evaluation to final submission—you will significantly improve the quality and persuasion of our proposals, directly increasing our chances of securing valuable contracts.

You'll provide key insights to help the Bid Manager target the most promising opportunities by implementing a thoughtful "bid/no-bid" process. This approach will ensure we focus only on lucrative and winnable contracts that closely align with our strategic goals, ultimately saving time and resources and allowing us to prioritise high-potential projects.

In this role, you will orchestrate a well-coordinated process that drives operational efficiency. Acting as the central point of contact, you will gather input from diverse internal teams—sales, finance, legal, and technical experts—ensuring everyone collaborates smoothly to meet critical deadlines.

As a self-starter, you'll elevate the quality of our bid content. By overseeing the creation of compelling, polished materials, you'll ensure that our final submissions are professional, cohesive, and error-free. You will utilise a centralised content library filled with valuable resources, such as case studies and CVs, to streamline our efforts and enhance our proposals.

You will keep projects on track by developing detailed project plans and timelines, ensuring that all tasks are completed punctually—especially critical in the fast-paced environment of tender submissions. Your effective management will ease the workload for colleagues focused on their core responsibilities, allowing the entire team to shine.

To foster long-term business growth, you'll create a wealth of knowledge around our tenders and bids. By conducting insightful post-submission debriefs and analysing feedback, you will capture invaluable lessons from both successes and setbacks. This ongoing improvement process will enhance our bidding capabilities for future opportunities.

You can also enhance AHO's brand reputation by submitting well-organised, accurate, and compliant bids. By doing so, you'll showcase our professionalism and reliability to clients, building trust and solidifying our credible standing in the market.