

Role profile

Job title	Bid Writing Officer
Department	Petrus Fundraising team
Reports to	Service Manager
Job level	4
Review date	December 2023

1 Role purpose

A summary of the core purpose and overarching responsibility of the role.

1.1	To be responsible for writing clear, professional bids and tenders whilst collating and editing information from colleagues.
1.2	You will support Petrus fundraising activity, ensuring the management team is kept up to date with progress and learning is embedded into future fundraising activity.
1.3	As a key member of the fundraising team your excellent written and verbal skills will enable you to create compelling content to engage and influence partners and commissioners. You will be required to take part in pitches and presentations from time to time.

2 Key responsibilities of the role

A non-exhaustive list of the key role responsibilities and duties to be carried out by the post holder.

2.1	Writing, editing and formatting documents to create clear, concise and powerful bid and fundraising content.
2.2	You will source and evaluate relevant tender and fundraising opportunities.
2.3	Liaise with service users, partners and internal teams to identify and bring to life key messages and winning themes for each bid.
2.4	To work with financial business partners to draft financial costings for proposed bids.
2.5	To work in partnership with operational teams to identify operational models, impact and reporting KPI's.

2.6	Use on-line tendering systems and portals to communicate with prospective customers and submit bids.
2.7	Proactively follow up relevant opportunities.
2.8	Record and track bid progress.
2.9	Consistently review the quality of your own work, proof reading, checking consistency and accuracy.

3 General responsibilities

A summary of universal responsibilities and requirements of all roles across The Regenda Group.

3.1	To understand and support The Regenda Group's commitment to regenerating places and creating opportunities for people and to actively contribute to achieving this vision within the job role.
3.2	To ensure compliance with the Group's Health and Safety policies.
3.3	To support and uphold the Group's internal customer service standards.
3.4	To undertake relevant Continuing Professional Development applicable to professional bodies relevant to the role and be prepared to undertake training as directed by the Group.
3.5	To attend meetings and events as may be required from time to time at other Group offices and external locations which may not be easily accessible by public transport.
3.6	The post holder may be directed by their line manager to carry out other duties and responsibilities in line with his / her post, grade, skills, knowledge and experience.

4 The Right Fit

A list of the desired skills, experience, knowledge and personal attributes to ensure individuals are 'the right fit' for the Company and the role.

4.1	Experience of public sector procurement processes.
4.2	Experience of writing successful bids.
4.3	A solid educational background with well-developed literacy and numeracy skills.
4.4	Experience of working alone and flexibly as part of a team.
4.5	Ability to apply a business approach whilst maintaining a social conscience.
4.6	Excellent time management and organisational skills, able to work calmly and efficiently in a time sensitive environment.
4.7	Excellent IT skills and experience of working with data systems.
4.8	A personal drive to make positive change to the lives of those people living in environments of multiple disadvantage.

5 Our values

The post holder must be able to demonstrate our values in the workplace.

5.1	Customer focus
5.2	High performance
5.3	Efficiency and value for money
5.4	Teamwork
5.5	Ambition and dynamism
5.6	Openness and honesty
5.7	Communication