

## Job Description & Person Specification

**Job Title:** Bid Manager and Writer

**Service:** Bid Team

**Reports to:** Head of Business Development

**Direct Reports:** None

### About The Role

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The role of the Bid Manager and Writer is key within the Bid Team. The team supports the delivery of effective business development strategies and activities to achieve organisational growth and enhance our existing services.

The Bid Manager and Writer is responsible for leading specific competitive tendering and bidding processes on behalf of Social Interest Group (SIG) and our subsidiaries. The role will be accountable for writing high-quality competitive tenders and proposals, understanding the current market, and feeding information to guide strategic planning, and supporting colleagues within the wider team to develop products, funding bids and proposals to grow the work of SIG.

### About the Post Holder

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The postholder will have previous experience in writing bids and securing new or retaining existing contracts. They will have effective communication skills including the ability to write compelling and compliant tender responses. They will be passionate about supporting vulnerable people and will have the ability to understand the complexities of the people we work with.

The postholder will be a self-starter, able to form effective purposeful relationships within the organisation and with other external stakeholders and have the ability to communicate effectively in a friendly and approachable manner. The post holder will be a team player, someone who can think innovatively and provide solutions to support consistent improvement and effective delivery of written content. They will have a high level of attention to detail, and be comfortable with carrying out administrative tasks, utilising tender portals and using various software and programs.

# Key Responsibilities

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## BID WRITING AND MANAGEMENT

- Lead in all elements of the bidding process which includes writing competitive bids within strict deadlines.
- Identify, research, and communicate opportunities and needs across the organisation, working proactively with colleagues at all levels to identify fundable initiatives.
- Host internal and external briefings and liaise with relevant teams to develop compelling bids which are fit for purpose, realistic, and aligned with organisational needs and aims.
- Lead the development of specific bid responses which includes the structure, content, and responses. Ensure tenders are submitted on time and achieve the highest scores by the evaluator(s).
- Develop and manage an internal network of subject matter experts and bring them into the development and writing process as required.
- Ensure tenders and proposals are informed by national policy and guidance, local needs, political insight, and other relevant areas.
- Create and maintain records of applied, successful, and unsuccessful bids and responses as part of SIG's database.
- Chair various meetings with senior colleagues to support the decision-making and bid process.
- Support colleagues in developing presentations, and briefings.

## PARTNERSHIP BUILDING

- Build and maintain effective stakeholder relationships internally throughout the organisation and externally with external partners and organisations.
- Represent Social Interest Group and our subsidiaries in market engagement and events online and in-person and support with all aspects of enhancing and developing our brand.

## ORGANISATIONAL GROWTH

- Identify priorities from strategy and business plans, translating growth plans into effective practices aligned to SIG's mission, vision, and values.
- Collect and share information relevant to teams involved in Mobilisations and TUPEs for won bids. Ensure communication is clear, and concise, providing a logical strategy and direction to follow to ensure a smooth transition for new contracts.

## STANDARDS AND COMPLIANCE

- Produce and present regular reports on various areas which could include but are not limited to: trend analysis, data collections, partnerships, and funding streams.
- Compliance with various procedures and policies at Social Interest Group and external governmental law and legislation. Keep up to date with any changes and support with embedding this into best practice for the organisation.



- Keep up to date with market trends, data, news, and updates. Share and embed this into the organisation as necessary.
- Ensure communication is maintained and effectively delivered with relevant stakeholders internally and externally to ensure transparency and relevancy of knowledge and changes within the team.

### **ADDITIONAL RESPONSIBILITIES**

- Support, and lead on the progression and communication of forms, policies, and processes as well as lead on the continuous improvement for the function, aligning with business growth and values.
- Work collaboratively with the wider team and support with various other activities and developments.
- Support with, and at times manage various projects. Make a positive contribution to the continuous improvement in the team, share new ideas, and take ownership of the role.
- Administration duties will vary, including ensuring compliance with GDPR and confidentiality.

### **SIG POLICIES AND DATA PROTECTION**

- Promote, advise, and lead by example by embodying SIG values in creating a positive and productive environment including a Psychologically Informed Environment (PIE) with support.
- Demonstrate and facilitate high standards of service provision in line with organisational values and requirements, ensuring a safe, effective, caring, and responsive service, with support.
- Assist in implementing improvements in and maintain confidentiality in line with organisational policy in respect to residents, participants, staff, and the organisation with support.
- Adhere to and be aware of changes to SIG policies, processes, best practice, Equality, Diversity, and Inclusion (EDI), and data protection always and assist in implementing them where appropriate.
- Lead by example and assist in reporting and improving Health, Safety, and Environmental procedures, whilst following policies and processes in place. Always ensure clean and tidy office spaces and communal areas.

Other responsibilities than those described above may be required to be undertaken from time to time and will be expected to be performed as long as it is within the capacity and level of the position. This JDPS is regularly reviewed and may change in future amendments as per the requirements of the role and organisation.



## Person Specification

Qualification and Experience:	Rating
Previous experience in a similar role with similar responsibilities, this includes a track record of securing new bids <b>and/or</b> retaining existing contracts	Essential
Previous experience in bid writing, reviewing, and editing	Essential
Previous experience managing the full bidding process end to end from pre market engagement and contract notification, through to award	Desirable
Previous experience working in the same or similar sector	Desirable
Skills and Abilities	
IT Proficiency, ability to learn new software programs, experience in Microsoft, including Word, Excel, and Outlook	Essential
Ability and willingness to travel and attend market engagement events and to visit services to gain greater understanding of what SIG offers	Essential
Ability to create and write engaging content, with proofreading skills	Essential
Proven ability to prioritise and juggle multiple tasks and competing priorities within a fast-paced environment	Essential
Excellent communication skills both written and oral and ability to build relationships	Essential
Ability to review large amounts of information and research materials to inform model development and shape tender responses	Essential
Proficiency in navigating tender portals	Essential
Proactive nature, with the ability to make decisions and use initiative to provide logical solutions, taking ownership and accountability	Essential
Attention to detail and quality, with high level of organisation skills	Essential
Understanding <b>and/or</b> practical knowledge of the social and societal marginalisation that can be attached to people with multiple, complex needs	Desirable
Knowledge of Health and Social Care, Best Practice, and the support needs of vulnerable people within society	Desirable
Personal Characteristics	
Ability to lead by example and share the values in which we uphold at SIG	Essential
Passion and enjoyment for writing	Essential
Cultural awareness, self-awareness, and ability to identify personal growth areas and take feedback	Essential
Sensitivity and empathy for others, an understanding and genuine care for what we do at Social Interest Group	Essential
Understanding of what we do as an organisation, with motivation to support our growth as an organisation	Essential
Creativity and ability to bring new ideas to the team and organisation	Desirable