Senior Bid Writer

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| Job title: | Senior Bid Writer |
| Department: | Commercial  |
| Location: | Home-based |
| Reporting to: (job title only) | Head of Bid Management  |
| Direct reports: (job title only) | N/a |
| Accountable to: (where applicable) |  |
| Responsible to:(where applicable) |  |
| Job purpose: | Confidently manage the end-to-end bid process, including writing significant content, to produce fully compliant and exceptional bid submissions, contributing to business growth |
| Role and Responsibilities: | As Senior Bid Writer you will be responsible for:* Undertaking detailed pre-bid research and attending market engagement events to gain an in-depth understanding of customer needs, and network as appropriate
* Reading and understanding all bid documentation, including detailed service specifications
* Project managing the end-to-end bid process, ensuring all activity is co-ordinated and follows an agreed review and sign-off process
* Attending and contributing at bid kick-off meetings
* Contributing to developing win themes for each bid, which ensure we exceed customer requirements and are differentiated from our competitors
* Attending and contributing at bid de-brief meetings, updating our Lessons Learned Log, to ensure our bid process, and bid content, continuously improve
* Completing Standard Questionnaires (SQs), Requests for Information (RFIs) and Requests for Proposals (RFPs)
* Writing persuasive, compelling, clear, and concise bespoke content for Invitation to Tenders (ITTs) within strict word counts
* Collating documentation to support bid submissions
* Gathering information from internal subject matter experts (SMEs) across the business and translating it into compelling text, which clearly communicates complex information in an engaging way
* Re-writing / editing content from a variety of internal SMEs and providing appropriate feedback
* Managing and enhancing the bid library
* Supporting the Commercial Team with other ad-hoc activities as required e.g., case studies, bespoke proposals, award applications, and building relationships with external third parties to support business needs

**Equality Diversity & Inclusion (EDI)**We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders.  * + Be aware of the impact of your behaviour on others.
	+ Ensure that others are treated with fairness, dignity, and respect.
	+ Maintain and develop your knowledge about what EDI is and why it is important.
	+ Be prepared to challenge bias, discrimination, and prejudice when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians.
	+ Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice.
	+ Be prepared to speak up for others if you witness bias, discrimination, or prejudice.
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| Clinical Governance:(where applicable) | N/a |
| Training and supervision: |  |
| Additional information: | Some travel including occasional overnight stays may be required, so a full clean driving licence is desired |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** |  | * + APMP (Association of Proposal Management Professionals)

* + Honours degree or equivalent
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| **Experience** | * + Minimum 3-years’ experience of bid writing and bid administration within service industry
 | * + Research experience
	+ Experience of bid writing across a range of sectors
	+ Experience leading a bid project
	+ Experience within healthcare
	+ Experience of public sector tendering
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| **Skills/knowledge** | * + Skilled writer, with ability to write persuasively, clearly, and concisely
	+ Skilled editor and proof-reader
	+ Meticulous spelling and grammar
	+ Excellent organisational skills, ability to multi-task, organise, and prioritise
	+ Excellent attention to detail
	+ IT literate – intermediate level minimum
 | * + Graphics skills
	+ Knowledge of public sector tender process
	+ Speaks another language
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| **Specialist training**  |  |  |
| **Personal competencies and qualities** | * + Excellent verbal and written communication skills
	+ Ability to liaise with people at all levels of the business, provide constructive feedback and challenge thinking
	+ High level of enthusiasm and motivation
	+ Ability to work individually or within a team and foster good working relationships
	+ An awareness of, and commitment to, supporting and facilitating diversity and inclusion
	+ Ability to work under pressure
	+ Ability to adapt to sudden changes in workloads / priorities
	+ Excellent time management skills
	+ Self-starter with initiative / ability to think creatively
	+ Competitive – strong desire to succeed and ‘go the extra mile’
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# Version Control

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| Owner: | Human Resources | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Human Resources | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.1 | 03.12.19 | Document copied onto authorised VHG branded Policy Template (original had no coding) |
| V1.2 | 06/08/20 | Updated to include diversity and inclusion statement |
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