Junior Bid Writer

## Job details

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| Job title: | Junior Bid Writer |
| Department: | Corporate Commercial Team |
| Location: | Home-based |
| Reporting to:  (job title only) | Senior Bid Manager |
| Direct reports:  (job title only) | N/a |
| Job purpose: | The Junior Bid Writer will be required to support the Senior Bid Manager with the end-to-end bid process to secure Employee Assistance Programmes, physical and mental healthcare contracts with the Corporate market unit, contributing to business growth. |
| Role and Responsibilities: | As Junior Bid Writer you will be responsible for:   * Undertaking detailed pre-bid research * Reading and understanding all bid documentation, including detailed service specifications * Attending and contributing at bid kick-off meetings, and bid development meetings * Completing Requests for Information, Expressions of Interest, and Standard Questionnaires (SQs) * Collating documentation to support bid submissions * Contributing to bid win theme identification, which demonstrate how we will exceed customer expectations and differentiate ourselves from our competitors * Identifying and re-working existing content where relevant * Writing persuasive, compelling, clear, concise, bespoke content for pre-bid and bid documents within strict word counts * Gathering content from internal Subject Matter Experts and translating it into compelling text, which clearly communicates complex information in an engaging way * Re-writing / editing content from a variety of internal Subject Matter Experts and providing appropriate feedback, exercising tact and diplomacy * Providing regular progress updates to the Senior Bid Manager * Contributing to keeping the bid library up to date * Attending and contributing at bid de-brief meetings, ensuring our bid process, and bid content, continuously improve   **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. We believe it is the responsibility of everyone to ensure their actions support this 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 EDU is and why it is important * Be prepared to challenge bias, discrimination, and prejudice if possible, and raise with your manager and EDI team * Encourage and support others to feel confident in speaking up if they have subjected to or witnesses bias, discrimination, or prejudice * Be prepared to speak up for others if you witness bias, discrimination, or prejudice |
| Clinical Governance:  (where applicable) | N/a |
| 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** | Honours degree or equivalent | APMP (Association of Proposal Management Professionals) |
| **Experience** | Experience as a bid co-ordinator or bid writer | Research experience |
| **Skills/knowledge** | Skilled writer, with extensive vocabulary  Meticulous spelling and grammar  Excellent organisational skills, ability to multi-task, organise, and prioritise, and re-prioritise to manage conflicting demands  Strong attention to detail, with ability to analyse and proof-read documents effectively  IT literate – intermediate level minimum | Graphics skills  Knowledge of public sector tender process |
| **Personal competencies and qualities** | High level of enthusiasm and motivation  Ability to work independently using own initiative in all aspects of role  Ability to work well under pressure  Ability to adapt positively to sudden changes in workloads / priorities  Excellent time management skills  Self-starter with initiative / ability to think creatively  Ambitious and driven to develop knowledge and skills and progress within the company |  |

# Version Control

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