**JOB DESCRIPTION**

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| **Job title** | Bid Writer/Business Development Officer |
| **Department** | Substance Misuse & Public Health |
| **Reports to** | Business Development Manager/Senior Bid Writer |
| **Grade** | 5 |
| **Salary** | £31,200-36,400k p/a + Inner London weighting (£3,633 p/a) if applicable |
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| **Job purpose** | To work as part of multi-disciplinary team to write high quality written responses and prepare successful tender submissions for Substance Misuse and other Public Health Services that result in:* A minimum of 80% (by value) of existing services on average being retained at retender;
* Sufficient new services being won, taking into account loss of any existing services to ensure annual organisational net-growth targets are met.
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|  | Contribute to the creation of successful tender submissions through the production of high quality written responses to tender questions that:* Demonstrate a thorough understanding of the service specification, evaluation criteria and other supporting tender documentation;
* Effectively utilise the “Storyboard” concept/process to plan content/structure;
* Fully and clearly answer the tender question taking into account both the specification and proposed delivery model;
* Are tailored to the bid/locality in question and make effective use of service examples, case studies and data where appropriate;
* Are clear, concise, grammatically correct and otherwise written to high standard that requires minimal improvement at second draft
* Produced to agreed deadlines and within specified word/page counts
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| Actively participate in the preparation/planning process for bids to include:* Attending commissioner market events;
* Carrying out pre-bid research;
* Working with existing services prior to retender to understand delivery/performance and develop a retender action plan.

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| Assist in the management of the bid process when acting as ‘lead writer’ on routine retenders and/or smaller bids:* Updating the bid progress tracker on a daily basis;
* Working with colleagues to ensure a clear understanding of where all responses are in the bid process;
* Ensuring that all BD colleagues contributing to the bid are clear on the delivery offer/model;
* Acting as single point of contact for the bid, alongside bid manager, with operations colleagues and tender co-ordination team;
* Editing drafts of all final responses to ensure coherence and consistency in terms of both writing/presentational style and delivery model;
* Providing updates on response completion at bid progress meetings.
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| Support the continuous improvement of business development processes in Turning Point by:* Participating fully in post submission ‘lessons learned’ reviews;
* Reviewing commissioner feedback on bid responses post award during reflective supervision;
* Acting as a subject/expert lead on a number of central support/specialist areas on behalf of the BD team to ensure we stay abreast of organisational developments/best practice (e.g. attending forums and maintaining regular contact with central support services).
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| Prioritise, plan and organise own workload, in conjunction with line manager and BD colleagues to ensure individual bids are delivered on time to the required standard, whilst also carrying out pre-bid tasks on other opportunities in the pipeline. |
| Draw on your experience of writing bids and working with a range of services to identify and share innovation/best practice in service delivery with Business Development & Operational Colleagues across the organisation. |
| Deliver on your own performance objectives and actively engage in relevant continuous personal development (CPD) opportunities.  |
| Contribute to Turning Point’s business intelligence/knowledge management strategy by ensuring all bid materials are collated/stored correctly in the relevant corporate systems. |
| Contribute to effective financial management of the BD team by carrying out day to day activities and making workplace decisions that reflect an understanding of costs. |
| Carry out day to day tasks in accordance with stated policies/procedures. |
| Demonstrate Turning Point’s organisational values in your day-to-day behaviour at work |
| Undertake any other relevant duties as reasonably requested of you by your manager. |
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| **Dimensions** | Direct reports | None |
| Total staff overseen | None |
| Internal contacts | * Head of Business Development – understanding Bid pipeline, timescales and themes informing specific bids.
* Regional Heads of Substance Misuse – to understand service model and sign off final responses.
* Service Managers – to seek operational input (data, case studies etc) and for peer review of final resposnes if appropriate
* Bid Writers – sharing information and insight to enhance best practice, joint working as required on particular tenders and peer review.
* Central Support specialist staff – gathering required data/information in the right format, at the right time and seeking review of relevant responses as appropriate.
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| External contacts | Potential partner organisations or Commissioners as appropriate. |
| Planning horizon | We operate a 2 year rolling planning horizion for our bid pipeline and bid writers will be expected to support the planning, preparation and and delivery of a variety of bids at different stages in this process. |
| Problems solved | * Understanding commissioner requirements and translate into an effective and appropriate service model tailored to local need
* Understanding commissioner questions and responding to them in a way that both answers the question and effectively showcases Turning Point’s service offer within limited word counts.
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| Financial authority | None |

**PERSON SPECIFICATION**

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| **Interpersonal Skills** | **Essential** | **Desirable** |
| * Demonstrable experience of working collaboratively as part of a team to deliver bids;
* Ability to build constructive relationships with colleagues and external stakeholders;
* Excellent verbal communication skills.
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| **Writing Skills** | **Essential** | **Desirable** |
| Excellent business writing skills, including:* The ability to be clear and concise;
* Good grammar/punctuation;
* Identifying the key elements of bid responses and signposting the reader clearly through these;
* Tailoring responses to the audience/opportunity;
* Use of examples/case studies/data to demonstrate impact;
* Appropriate use of visuals/images to support text.
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| **Project Management** | **Essential** | **Desirable** |
| Effective project management skills: including the ability to manage competing priorities; and balance short term deadlines with longer term projects. |  |
| **Resilience** | **Essential** | **Desirable** |
| Ability to remain calm and deliver under pressure to tight deadlines. |  |
| **Critical Thinking** | **Essential** | **Desirable** |
| * Ability to understand bid questions, linking to service model/spec and respond fully in a way that effectively showcases TPs offer within tight word counts;
* Ability to analyse complex information from a variety of sources and present clearly and simply in a language your audience will understand;
* Ability to develop written answers and delivery solutions from first principles, even when we have not come across something similar before;
* Able to proactively self-management of own time and workload.
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| **Experience & Qualifications** | **Essential** | **Desirable** |
| * Bachelor’s Degree (or equivalent qualification) minimum level 2:1;
* Minimum 1 years’ experience in a business development role that has involved bid/tender writing;
* Demonstrable track record of contributing to winning bids, either in own right or as part of a wider team.
 | Experience of business development/bid writing in substance misuse or health & social care |
| **Other** | **Essential** | **Desirable** |
| Some travel & overnight staysWillingness to work flexibly in order to meet the demands of the role |  |