

## JOB DESCRIPTION

<b>Job title</b>	Senior Bid Writer
<b>Department</b>	Substance Misuse & Public Health
<b>Reports to</b>	Business Development Manager
<b>Grade</b>	5
<b>Salary</b>	£35-40k p/a plus Inner London weighting (£3,633 p/a) if appropriate

<b>Job purpose</b>	<p>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:</p> <ul style="list-style-type: none"> <li>A minimum of 80% (by value) of existing services on average being retained at retender;</li> <li>Sufficient new services being won, taking into account loss of any existing services to ensure annual organisational net-growth targets are met.</li> </ul>
	<p>Contribute to the creation of successful tender submissions through the production of high quality written responses for any type of question that:</p> <ul style="list-style-type: none"> <li>Demonstrate a thorough understanding of the service specification, evaluation criteria and other supporting tender documentation;</li> <li>Effectively utilise the “Storyboard” concept/process to plan content/structure;</li> <li>Fully and clearly answer the tender question taking into account both the specification and proposed delivery model;</li> <li>Are tailored to the bid/locality in question and make effective use of service examples, case studies and data where appropriate;</li> <li>Are clear, concise, grammatically correct and otherwise written to high standard that requires minimal improvement at second draft</li> <li>Produced to agreed deadlines and within specified word/page counts</li> </ul> <p>Actively participate in the preparation/planning process for bids to include:</p> <ul style="list-style-type: none"> <li>Attending commissioner market events;</li> <li>Carrying out pre-bid research;</li> <li>Working with existing services prior to retender to understand delivery/performance and develop a retender action plan.</li> </ul> <p>Assist in the management of the bid process by acting as ‘lead writer’ on bids (especially new/complex tenders):</p> <ul style="list-style-type: none"> <li>Updating the bid progress tracker on a daily basis;</li> <li>Working with colleagues to ensure a clear understanding of where all responses are in the bid process;</li> <li>Ensuring that all BD colleagues contributing to the bid are clear on the delivery offer/model;</li> <li>Acting as single point of contact for the bid, alongside bid manager, with operations colleagues and tender co-ordination team;</li> <li>Editing drafts of all final responses to ensure coherence and consistency in terms of both writing/presentational style and delivery model;</li> </ul>

	<ul style="list-style-type: none"> <li>✚ Providing updates on response completion at bid progress meetings.</li> <li>✚ Acting as 'bid manager' for smaller/routine bids;</li> </ul>
	<p>Support the continuous improvement of business development processes in Turning Point by:</p> <ul style="list-style-type: none"> <li>✚ Coaching Bid Writers/Graduate Business Development Officers (GBDOs) and peer reviewing their work;</li> <li>✚ Co-leading monthly development workshops for bid writers/GBDOS</li> <li>✚ Participating fully in post submission 'lessons learned' reviews;</li> <li>✚ Reviewing commissioner feedback on bid responses post award during reflective supervision;</li> <li>✚ 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)</li> <li>✚ Drawing 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 &amp; Operational Colleagues across the organisation.</li> </ul>
	<p>Effective Line Management of 1 or two members of staff (Bid Writers and/or Graduate Business Development Officers through:</p> <ul style="list-style-type: none"> <li>✚ Carrying out regular (minimum 6 weekly) supervision of direct reports;</li> <li>✚ Carry out annual appraisals for direct reports in line with organisational policy;</li> <li>✚ Ensuring direct reports have personal development plans (reviewed minimum quarterly) and are supported to develop skills relative to both their current role and future career aspirations;</li> <li>✚ Ensuring new employees have a comprehensive induction plan that is regularly reviewed;</li> <li>✚ Ensuring all direct reports have objectives that are reviewed at least quarterly;</li> <li>✚ Ensuring that all direct reports have a balanced workload and are able to take their annual leave during their annual leave year wherever possible;</li> <li>✚ Promptly addressing any performance issues in line with Turning Point policies;</li> <li>✚ Supporting direct reports to look after their wellbeing at work.</li> </ul>
	<p>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.</p>
	<p>Deliver on your own performance objectives and actively engage in relevant continuous personal development (CPD) opportunities.</p>
	<p>Contribute to Turning Point's business intelligence/knowledge management strategy by ensuring all bid materials are collated/stored correctly in the relevant corporate systems.</p>
	<p>Contribute to effective financial management of the BD team by carrying out day to day activities and making workplace decisions that reflect an</p>

	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.

<b>Dimensions</b>	Direct reports	1-2
	Total staff overseen	1-2
	Internal contacts	<ul style="list-style-type: none"> <li>Head of Commercial Strategy &amp; Growth Business Development – understanding Bid pipeline, timescales and themes informing specific bids.</li> <li>Regional Heads of Substance Misuse – to understand service model and sign off final responses.</li> <li>Service Managers – to seek operational input (data, case studies etc) and for peer review of final responses if appropriate</li> <li>Bid Writers – sharing information and insight to enhance best practice, joint working as required on particular tenders and peer review.</li> <li>Central Support specialist staff – gathering required data/information in the right format, at the right time and seeking review of relevant responses as appropriate.</li> </ul>
	External contacts	Potential partner organisations or Commissioners as appropriate.
	Planning horizon	We operate a 2 year rolling planning horizon for our bid pipeline and bid writers will be expected to support the planning, preparation and delivery of a variety of bids at different stages in this process.
	Problems solved	<ul style="list-style-type: none"> <li>Understanding commissioner requirements and translate into an effective and appropriate service model tailored to local need</li> <li>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.</li> </ul>
	Financial authority	None

## PERSON SPECIFICATION

Interpersonal Skills	Essential	Desirable
	<ul style="list-style-type: none"> <li>Demonstrable experience of working collaboratively as part</li> </ul>	

	<ul style="list-style-type: none"> <li>of a team to deliver bids;</li> <li>Ability to build constructive relationships with colleagues and external stakeholders;</li> <li>Excellent verbal communication skills.</li> </ul>	
<b>Writing Skills</b>	<b>Essential</b>	<b>Desirable</b>
	<p>Excellent business writing skills, including:</p> <ul style="list-style-type: none"> <li>The ability to be clear and concise;</li> <li>Good grammar/punctuation;</li> <li>Identifying the key elements of bid responses and signposting the reader clearly through these;</li> <li>Tailoring responses to the audience/opportunity;</li> <li>Use of examples/case studies/data to demonstrate impact;</li> <li>Appropriate use of visuals/images to support text.</li> </ul>	
<b>Project Management</b>	<b>Essential</b>	<b>Desirable</b>
	<p>Effective project management skills: including the ability to manage competing priorities; and balance short term deadlines with longer term projects.</p>	
<b>Resilience</b>	<b>Essential</b>	<b>Desirable</b>
	<p>Ability to remain calm and deliver under pressure to tight deadlines.</p>	
<b>Critical Thinking</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>Ability to understand bid questions, linking to service model/spec and respond fully in a way that effectively showcases TP's offer within tight word counts;</li> <li>Ability to analyse complex information from a variety of sources and present clearly and simply in a language your audience will understand;</li> <li>Ability to develop written answers and delivery solutions</li> </ul>	

	<p>from first principles, even when we have not come across something similar before;</p> <ul style="list-style-type: none"> <li>✚ Able to proactively self-management of own time and workload.</li> </ul>	
<b>Experience &amp; Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>✚ Bachelor's Degree (or equivalent qualification) minimum level 2:1</li> <li>✚ Minimum 2 to 3 years of experience in a business development role that has involved extensive experience of bid writing</li> <li>✚ Demonstrable track record of significant contributions to winning bids, either in own right or as part of a wider team</li> </ul>	<ul style="list-style-type: none"> <li>✚ Experience of business development/bid writing in substance misuse or health &amp; social care</li> <li>✚ Previous experience of staff management</li> </ul>
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
	<p>Some travel &amp; overnight stays</p> <p>Willingness to work flexibly in order to meet the demands of the role</p>	