

## JOB DESCRIPTION

<b>Job title</b>	Bid Writer/Business Development Officer
<b>Department</b>	Substance Misuse & Public Health
<b>Reports to</b>	Business Development Manager/Senior Bid Writer
<b>Grade</b>	5
<b>Salary</b>	£30-35k p/a + Inner London weighting (£3,633 p/a) if applicable

<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 to tender questions 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 when acting as ‘lead writer’ on routine retenders and/or smaller bids:</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> </ul>
	<p>Support the continuous improvement of business development processes in Turning Point by:</p> <ul style="list-style-type: none"> <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> </ul>
	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.

<b>Dimensions</b>	Direct reports	None
	Total staff overseen	None
	Internal contacts	<ul style="list-style-type: none"> <li>✚ Head of 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</li> </ul>

		responses as appropriate.
	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 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 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>	
Writing Skills	Essential	Desirable
	<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>
	Effective project management skills: including the ability to manage competing priorities; and balance short term deadlines with longer term projects.	
<b>Resilience</b>	<b>Essential</b>	<b>Desirable</b>
	Ability to remain calm and deliver under pressure to tight deadlines.	
<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 from first principles, even when we have not come across something similar before;</li> <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 1 years' experience in a business development role that has involved bid/tender writing;</li> <li>✚ Demonstrable track record of contributing to winning bids, either in own right or as part of a wider team.</li> </ul>	Experience of business development/bid writing in substance misuse or health & social care
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
	Some travel & overnight stays Willingness to work flexibly in order to meet the demands of the role	