

<b>JOB TITLE:</b>	<b>Bid Specialist</b>
<b>GRADE:</b>	<b>Grade 6 £31,750 - £36,000</b>
<b>HOURS:</b>	<b>37 per week</b>
<b>LOCATION:</b>	<b>Nottingham/Hybrid Working</b>
<b>RESPONSIBLE TO:</b>	<b>Delivery Manager</b>

## **JOB SUMMARY:**

To support the Head of Business Development & Partnerships and Bidding & Funding Manager in increasing the company's market position and financial growth. This will be done by developing, writing, and securing successful bids, as well as contributing to ongoing Business Development projects outside of busy bidding periods.

## **FUTURES VALUES:**

**The role holder will maintain our company Values by: Having Passion, Making a Difference & Doing the right thing.**

- Having a demonstrable **passion** for the Customer Experience and embracing change that will deliver benefits for the business and the customer.
- Generating ideas that have a positive impact on how we work to **make a difference**.
- Leading by example & **doing the right thing** by creating a positive working environment of inclusion, transparency, collaboration, and dedication.
- Committing to self-development by being open to coaching, mentoring and technical learning
- Supporting the development of others by sharing and transferring your knowledge and skills to nurture people and build great teams.

## **Duties and Responsibilities:**

- Work closely with the Head of Business Development & Partnerships and Bidding & Funding Manager in developing and writing successful bids for contract, grant and other income generation opportunities that support the strategic growth of Futures.
- Working in partnership with the Head of Business Development & Partnerships to inform and develop a successful business development strategy to secure agreed income targets.
- Developing, delivering, and coordinating a portfolio of prospects and bids.
- Closely following BD systems and best practice, to ensure that deadlines are met, documents are created and stored correctly, and key colleagues are consulted and involved in the development of successful bids.
- Help manage effective systems and processes to ensure that bids are carefully managed and coordinated, that documentation is accurate and up to date and that records are accurately kept.
- Undertake research into key socio-economic statistics and trends that will provide evidence to support bids.
- Horizon scan for Business Development opportunities that could lead to bids, grants, and other forms of income generation.
- Work closely with the design and implement systems suitable to record performance management against financial targets, measure success rates and return on investment of business development activities.
- Be an active company representative at partnership meetings where funding and commercial opportunities will be discussed.

- Identify and inform the Head of Business Development & Partnership and Bidding & Funding Manager of any known risks identified at any stage during the bidding process.
- Work creatively with the Bidding & Funding Manager to seek out new opportunities that lead to new bidding opportunities with external partners.
- Co-ordinate the production of bid submissions ensuring the timely planning, management, completion and review of bids.
- Create innovative approaches to preparing well-organised and timely bid submissions.
- Communicate efficiently with internal and external colleagues to ensure narrative and submissions answers are in line with the bid KPI specifications and timescales.
- Prepare regular reports regarding bidding progress, opportunities arising, and risks identified.
- Contribute to the ongoing research and analysis of funding opportunities market and competitor analysis.
- Propose, develop, and progress supplementary Business Development projects outside of busy bidding periods to ensure that business income targets are being met.
- Develop and maintain own professional knowledge.

## **COMPANY POLICY:**

- To promote and uphold equal opportunities policy and procedures, actively promoting equality and seeking to challenge and overcome disadvantage and discrimination.
- To commit to and demonstrate behaviors based on the Company Values.
- To develop and maintain own professional knowledge, skills, and experience, including formal training, CPD and networking with fellow professionals. Incorporating self-reflection to improve practice.
- To ensure a personal commitment to Customer Excellence to help our customers in the best way possible and support our Company's reputation
- To comply with safeguarding requirements in accordance with legislation and policy.
- To ensure the exchange of relevant information between partners takes place, ensuring the customer/client has given consent and that data protection requirements are complied with.
- To undertake any necessary administrative/IT duties or in line with role.
- To comply with IT Policies and requests to update systems. Comply with the General Data Protection Regulations (GDPR) Policy in handling data
- To take reasonable care for the Health & Safety of him/herself and of other persons who may be affected by his/her activities and, when appropriate, to safeguard the Health & Safety of all persons under his/her control and guidance in accordance with the provisions of Health & Safety Legislation.
- To undertake any other duties, which may reasonably be regarded as within the scope and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.



## PERSON SPECIFICATION

### Assessment Key

A = Application Form - Iv = Interview - C = Certificates

(E) = Essential, (D) = Desirable

<b>Method of Assessment</b>	<b>A</b>	<b>Iv</b>	<b>C</b>
<b>Education/Ability/Skills</b>			
Educated to NVQ4/HNC/HND/Degree level qualification (E)	✓		✓
Competent in Microsoft office and database systems (E)	✓		
Close attention to detail with excellent time management skills (E)		✓	
<b>Work Requirements</b>			
Experienced and successful in a direct business development/income generation role with a track record of achieving individual income targets (E)	✓	✓	
Very strong bid writing skills with an ability to write high quality content and experience of adapting style to suit context. (E)	✓	✓	
Experienced and competent project management skill set including: organisational, scheduling, influencing, negotiation, communication, presentation and task management skills and the ability to managing competing priorities to resolve urgent situations and deliver successful project implementation (E)	✓	✓	
Experience of undertaking research, gathering quantitative and qualitative evidence to support bids	✓	✓	
Experience of successful project management and delivery of projects with an ability to use own initiative to collate information from different teams and organisations. Close attention to detail with excellent time management skills will also be essential (E)	✓	✓	
Knowledgeable and experienced in securing a wide range of income generation opportunities including tenders, grants, contracts, social investment. (E)	✓	✓	
Proven skills in engaging with stakeholders to negotiate and influence activities to support Future's business objectives (D)	✓	✓	
Ability to produce concise and factual briefings and reports for senior management (D)	✓		
A methodical approach to ensure processes are developed and implemented fairly and consistently (E)	✓		
<b>Team Requirements</b>			
Collaborative and team player with the ability to work across all divisions in the Company (E)	✓		
Willing to take responsibility for own work and to 'own' targets and objectives (E)	✓		
<b>Company Requirements</b>			
Committed to ensuring that all practice and engagement with others is free from discrimination and adheres to equal opportunities legislation and organisational policies (E)	✓	✓	
Collaborative and team player (E)	✓	✓	
Possesses a 'can do' attitude and approaches challenging situations in a positive and enthusiastic manner (E)	✓	✓	

Understands the need to have a flexible approach to working requirements <b>(E)</b>		✓	
Vehicle owner/full driving license holder (suitable adjustments available for recruits with mobility disabilities – if required). <b>(D)</b>	✓		