

Name:	
Title: Bid Writer	Department: Commercial
Reporting to: Commercial Research and Projects Manager	
<p>Part of the Commercial team, the role of Bid Writer is to explore opportunities for Ascentis group of companies to deliver successful tenders. Reporting to and working with the Commercial Research and Projects Manager this role will help to identify and action any opportunities to tender, submitting bids and supporting the process through to completion. This is a role that requires excellent analytical and writing skills, as well as an ability to work under pressure and to demanding deadlines.</p> <p>The role will be required to build and retain a strong understanding of the Ascentis group of companies relevant products and services and identify the market that they would be applicable within in order to stay alerted to opportunities. The main function of the role will be to write persuasive logical and practical proposals for bids specialising in qualifications related to activity relevant to Ascentis mission and tailored to meet the needs of the learners. In order to effectively collate the relevant data this role will require a significant amount of cross-team working and data analysis. The post will be required to collect the necessary information and translate to fit the exact requirements of the bid and present in an effective manner. Attention to detail is key in order to ensure information is accurate.</p> <p>Job Responsibilities:</p> <ul style="list-style-type: none"> • Join relevant tender services to maximise opportunities for tenders • Remain alert to likely business opportunities, keep up to date with policy and wider developments within relevant sectors • Identify and propose relevant tenders to apply for, find out more about the industry or service the bid is for, research clients to find out their needs and values, communicate directly when required; • Liaise with other departments and staff in a timely and structured fashion to retrieve all information necessary to complete proposals • Establish a knowledge bank of information to support the bid process through consulting relevant stakeholders, carrying out data analysis, reviewing literature and Internet searching • Respond to available tenders, preparing answers to pre-qualification questionnaires and to prepare tender documentation, to write content according to prescribed guidelines • Put across technical information in easy-to-understand ways, including use of graphics • Keep accurate records and save material to a 'bid library' for future use, identify and re-work existing pre-written content where relevant • Undertake client / competitor analysis to ensure the continuous development of the bid strategy • Completing any administrative tasks that will support the Commercial Research and Projects Manager • Log relevant detailed information on to the Customer Relationship Management (CRM) system in an accurate and timely manner; • Understand and be committed to the Ascentis Vision; • Work hard and flexibly to achieve your targets and those of the Company and be positive at all times; • Actively support a problem-solving culture within your team by seeking to remove any barriers that stand in the way of achieving our targets; • Work flexibly to meet the needs of our customers; • Ensure relevant administrative tasks are dealt with efficiently; • Implement strategies to achieve continuous improvement in your own performance; • Undertake any other responsibilities or tasks that are within the employee's skills and abilities whenever reasonably instructed commensurate to this role <p>Success Measures</p> <ul style="list-style-type: none"> • Contribution to the accomplishment of Commercial Department Objectives • Validity of customer contact database monitored through bounce-back rates • Through the Performance Management process 	

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Accountability and Key Contacts:

Accountability

Commercial Research and Projects Manager, Deputy Commercial Director, Group Commercial Director, Group Chief Executive Officer.

Key Contacts

- Staff at all levels within Ascentis
- Marketing Communications Manager
- Regional Sales Managers

Key Attributes (E-Essential, D-Desirable, P-Potential):

1. Previous bid management experience (E)
2. Excellent written and verbal skills (E)
3. Experience of analysing, understanding and presenting complex information (E)
4. Attention to detail with ability to deliver to deadlines (E)
5. Strong organisational skills (E)
6. Commitment to a high standard of customer service (E)
7. Professional and confident use of the telephone system (E)
8. Positive attitude to change, development and quality (E)
9. Understanding and experience of providing effective customer service (E)
10. Excellent verbal and written communication skills (E)
11. Be an effective team member (E)
12. Ability to organise and prioritise own workload (E)
13. Be empathetic and understanding to customer issues (E)
14. Competent and experienced in the application and operation of ICT, for database operations and word processing including basic desk top publishing (E)

Agreed:

Post Holder _____ Date _____