



Development Team

JOB DESCRIPTION

(To be read in conjunction with Person Specification)

Post title: Bid Writer

Salary: NJC Scale Point 23

Reports to: Bid Manager

Responsible for: N/A

Organisational Expectations:

Our values underpin Inspire North and its Associated Companies and assist us in delivering our vision and purpose. You have a responsibility to adhere to and promote our values in everything you do in the work environment.

Our aim is to provide a high-quality service adhering to principles of best practice, promoting diversity and inclusion. All posts have two main functions: to carry out the duties as outlined and be proactive in continuously improving service delivery.

Outline of Post:

The Bid Writer will be responsible for writing high-quality, competitive bids on behalf of the Inspire North Group. The Bid Writer will report into a Bid Manager and play a critical role in supporting the Development Team to diversify our income whilst meeting our overall charitable objectives and commercial growth targets.

Main Tasks:

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1.	Under direction from the Bid Manager(s) and Head of Development, research write and support the submission of high-quality bids, grants and other funding applications to statutory funders, in line with the organisation's Development and Group Strategies, and to strict deadlines.
2.	Support the co-ordination and writing of any supplemental tender requirements (e.g. risk registers and implementation plans).
3.	Competently use Inspire North's best practice bid and proposal development – supporting the Bid Manager(s) in ensuring services are co-produced with Operational colleagues and people who use our services.

4.	Plan, co-ordinate and deliver (as required) consultations with clients and frontline colleagues to support the development of service models and innovations for current and future services and opportunities.
5.	Stay on top of policy developments and drivers and stay abreast of sector relevant changes to contribute at team development discussions.
6.	Support the Development Team to conduct reviews of markets and competitors of interest to the group.
7.	Build and maintain strong working relationships with colleagues, people who use our services, partners and funders, to ensure that bids, proposals and business cases have appropriate operational context, reflect current best practice, and facilitate seamless contract implementation.
8.	Represent the group and its subsidiary organisations at external forums, groups and events as directed by the Bid Manager(s).
9.	Contribute towards the achievement of set team financial and performance targets.
10.	Support contract implementation in partnership with the Bid Manager(s) and Operational colleagues and support the development of mobilisation plans in-line with best practice project management principles.
11.	Develop and maintain excellent knowledge and understanding of agreed subject areas, such as: Domestic Abuse, Mental Health, Housing and Offending, sharing knowledge within the Development Team and where appropriate with other colleagues and external partners.
12.	Adopt additional responsibilities as the Development Team evolves in line with our group and business development strategies.
13.	Take reasonable care of your Health and Safety and that of any other person who may be affected by your acts or omissions at work.
14.	Demonstrate a strong commitment to the principles and practice of equality, diversity and inclusion.
	The above duties are indicative of the current requirements of the post. You are expected to work flexibly in the interests of Inspire North and its Associated Companies, including undertaking any other reasonable duties as required at the initial place of work or at other locations from which Inspire North and its Associated Companies operates.
	Please note this job description is intended to provide a guide to the general duties and responsibilities of the role the post holder is expected to adopt a flexible approach to the tasks. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Inspire North and its Associated Companies.

**Bid Writer
Development Team**

PERSON SPECIFICATION

The person specification should be read in with the job description. It is used at the short listing and interview stage to decide how suitable each candidate is to take on the role. Inspire North does not necessarily expect that each candidate will fulfil all the criteria listed in the Desirable column but any 'gaps' could form areas for development in the future.

Approach	Essential [insert ✓ where appropriate]	Desirable [insert ✓ where appropriate]	Identified by: A = application form I = interview E – exercise
Demonstrate understanding and commitment to diversity and inclusion	✓		A, I
Demonstrate a commitment and enthusiasm for working with our service user group	✓		A, I
Able to build and maintain relationships whilst maintaining appropriate professional boundaries	✓		A, I
Demonstrate a willingness to participate in shaping the future of the organisation by taking on responsibilities and projects in addition to core workload	✓		A, I
Demonstrate a commitment to enabling and empowering clients to become actively involved in Inspire North and its Associated Companies	✓		A, I
Knowledge and Skills	Essential	Desirable	Identified by:
Exceptional writing capability and experience	✓		A, I, E
Sound commercial awareness	✓		A, I
Ability to work in collaboration with colleagues, partners and other stakeholders and work effectively within a team	✓		A, I
Excellent verbal and written communication skills with strong interpersonal skills and the ability to share information in a clear and concise manner	✓		A, I, E

Demonstrate ability to adapt approach when working with different groups.	✓		A, I
Ability to confidently network, develop and maintain strong working relationships with key internal and external contacts, including at a senior level	✓		A, I
A sound understanding of project management principles	✓		A, I, E
Able to take initiative and responsibility for own work, consistently achieving and delivering to high standards on time, despite tight timescales and conflicting priorities.	✓		A, I
Strong IT skills, including a good working knowledge and use of Microsoft Applications	✓		A, E
Proven research skills		✓	A, I
Evidence of up to date knowledge of one or more of the following subject areas: health, social care, skills, housing, criminal justice employment law		✓	A, I
Degree level qualification or similar standard in a discipline related to Inspire North's work		✓	A
Have access to a car for work purposes and hold a full current UK driving licence		✓	A
Language skills e.g. Urdu, BSL, etc.		✓	A
Experience	Essential	Desirable	
Evidenced experience and ability to develop and write successful, high quality proposals, tenders, and business cases, including resulting in securing of new income	✓		A, I, E
A proven track record in competitive tender writing for contracts within a similar sector to Inspire North		✓	A, I
Knowledge and experience in securing funding from non-statutory funding sources relevant to Inspire North		✓	A, I

Experience of homelessness, domestic abuse or mental health either as a person who has used services, a carer, worker or volunteer		✓	A, I
Experience of working in fundraising, business development and/or income generation for commercial organisations		✓	A, I