

## Bid Writer

Title	Bid Writer
Directorate	New Business and Contract Retention Team
Reports to	Business Development Manager
Responsible for	N/A
Key relationships	<p>Internal: Business Development Managers, Directors of Contract Delivery, Directors of Service, Contracts Managers, service user representatives, subject matter experts (including Clinical Leads and support services SMEs e.g. People, Learning and Development, Marketing and Communications)</p> <p>External: Service user groups, lived experience recovery organisations, specialist and delivery partners, local authority and Integrated Care Board groups and representatives, government groups and representatives</p>
Level of employment safeguarding check	N/A
Pay Grade	Core G

## Job Purpose

- To lead on writing high-quality, compelling, and innovative responses in tenders and statutory funding applications which represent We Are With You's work
- To fully interrogate and understand tender requirements, and develop winning bid strategies which align with the organisation's operational and clinical models, strengths, and practice
- To assimilate complex information and articulate it clearly, as well as develop concepts into creative and innovative ideas, in line with We Are With You's brand. This includes detailed research, evidence gathering, developing of new initiatives, and engaging internal and external stakeholders to shape model and

bid development

- To work closely with Business Development Managers, operational, and support service colleagues to ensure that all tenders are written to an excellent standard and meet all necessary criteria within internal and procurement timeframes
- To develop resources that support the ongoing growth and success of the team's bid writing processes, and ensuring tools, examples and information are kept up-to-date and properly represent the fantastic work we do
- To work with the team and independently to build processes and consistency into bid writing, developing tools and materials to streamline processes and bring our offer to life.

## **Service Delivery**

- Lead writing and responsibility for We Are With You's tenders and funding applications.
- Work closely with Business Development Managers and operational colleagues to ensure high-quality, innovative submissions that are delivered on time and within agreed budgets.
- Develop positive, strong, and effective communication and relationships across the organisation.
- Keep abreast of sector change, commissioning contexts, and the latest innovations and research which affect We Are With You's models and tender submissions.
- Drive development of internal innovation and research in line with the organisation's strategy, unmet need, research and consultation.
- Lead research and data collection for bids, contributing actively to bespoke model design and innovation development.
- Lead all stages of writing development, from first draft to final proofread, developing content to provide consistent and engaging written submissions.
- Evaluate and improve future submissions using bid feedback and good practice

from successful bids, taking a lead and ownership of We Are With You's bid writing resource library.

## **Information & Governance**

- Ensure that all processes, procedures and systems to support income generation are followed in accordance with best practice, We Are With You Information Governance Policies, and the Fundraising Standards Board.
- Work with colleagues in Operational, Clinical and Knowledge Management teams to ensure the best practice is shared and knowledge and management information is both used in tenders and available to the wider organisation.
- Ensure that We Are With You's and our partners' intellectual property and commercially sensitive information is protected and used appropriately.
- Ensure confidentiality of staff and service users is maintained at all times.

## **Service User Engagement**

- Act as a champion of We Are With You and local partnerships at all times internally and externally, modelling appropriate behaviours.
- Engage in and instigate true co-production, devolved decision-making and strengthening service user voices.
- Engage with staff, service users, and carers, ensuring personal visibility and accessibility.
- Develop and/or build strong and positive relationships with key stakeholders and commissioners to ensure continuity of service.
- Demonstrate role modelled behaviour with regard to service user and carer engagement.

## **General responsibilities**

- Confidentiality: Ensure confidentiality at all times, only releasing confidential or personalised information externally with consent from a line manager.
- Data Protection Act: Comply with the requirements of the Data Protection Act and amendments to ensure integrity and security of our information.
- Safeguarding: Remain vigilant at all times to any safeguarding concerns within the day-to-day performance of your job role, sharing and learning from these experiences to ensure our statutory and organisational responsibilities are met in respect of safeguarding children and vulnerable adults.
- Conflict of interest: Declare any involvement either directly or indirectly with any firm, company or organisation that has a contract with We Are With You.
- Equal Opportunities and Diversity: Ensure that all service users, partners, carers, and colleagues in We Are With You and partner organisations are treated as individuals within our Diversity and Equality framework.
- Health and Safety: Compliance at all times with the requirements of the Health and Safety regulations and We Are With You's Health and Safety Policy and Procedures, ensuring reasonable care is taken with regard to yourself as well as any colleague, service user or visitor who might be affected by an act or failure to act by yourself.
- Quality Assurance: To ensure all activities are delivered in a way that supports and maintains We Are With You's registration with the Care Quality Commission and appropriate agencies in the devolved administrations.
- Any other duties: To undertake any other duties that are reasonable and are commensurate with the role as directed by the Executive Director of Business Development and Contract Management in line with the changing needs of the service and legal requirements.
- Self-development: Ensure you take responsibility for development and keep learning in your role.

## Personal specification

	Essential criteria	Desirable criteria
Education and qualifications	<p>Knowledge and qualification in a vocational role or specialised field, or appropriate experience relevant to professional writing, English, or communications</p> <p>Evidence of continuous professional development</p>	<p>Degree-level or postgraduate qualification in creative writing, literature, culture, or broader humanities</p> <p>Other formal professional writing qualifications</p>
Experience and knowledge	<p>Clear understanding of We Are With You's work across community and secure estate substance misuse, mental health, and healthcare in England and Scotland</p> <p>Demonstrable track record in bid writing for competitive tendering and/or statutory funding applications in third or public sector, or comparable experience in producing high-quality writing outputs</p> <p>Evidence of achievements</p>	<p>Experience of copywriting or other professional writing</p> <p>Experience of broader business development activities</p>
Skills and abilities	<p>Excellent and demonstrable critical thinking, analytical, and problem-solving skills, and an ability to effectively interrogate written texts</p> <p>Excellent primary and secondary research skills</p> <p>Ability to assimilate complex information, extract relevant</p>	<p>Knowledge and understanding of national policy, research, and priorities in relation to substance misuse and/or mental health</p> <p>Knowledge of a range of trust and statutory funding streams</p>

	<p>details, and present information clearly and concisely</p> <p>Excellent writing, editing, and proofreading skills, demonstrating exceptional attention to detail in grammar and typography</p> <p>Ability to communicate effectively through all channels as well as through writing, with strong visual and verbal communication skills</p> <p>Excellent IT skills, including Google suite, Word, Outlook, Excel, PowerPoint, and digital media</p> <p>Excellent project management skills, including time management and organisation skills, with the ability to manage multiple tasks and complete them all within tight time restraints</p> <p>Ability to work under pressure</p> <p>Excellent relationship skills, including the ability to develop and maintain a range of appropriate relationships to identify and collect information and develop bid solutions</p>	
Personal circumstances	<p>The role requires flexibility of working times as it is a national role with a deadline-orientated workload</p>	

	<p>Location is negotiable and can be home-based, but postholder must be able to visit other locations from time to time</p> <p>Ability to work flexible and unsocial hours as required</p> <p>Commitment to the organisation's Guiding Principles and Behaviours</p>	
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