

Bid Writer

Job description

It will take a society to beat dementia. Alzheimer's Society.



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Bid Writer

Position in the organisation:

Reports to the Bid Manager

Member of our Bid and Tender team

Part of our Partnerships and Business Development directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

The Bid Writer is a national job within Partnerships and Business Development, reporting to the Bid Manager. Bid Writers provide specialist tendering and contract management support, working closely with local teams and specialist functions, to develop engaging tender submissions which highlight the benefits of Alzheimer's Society's services to commissioners. We work across England, Wales and Northern Ireland, providing a consistent, expert service.

You will provide effective end to end bid management support and benefit from being part of a supportive and friendly, high performing team.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

- Responsible for the project management and production of high quality tender submissions and funding applications in conjunction with Heads of Service, Regional Managers, Regional Finance Business Partners, Legal, and the Bid Manager.
- Responsible for following all business development control and risk management processes. Utilising expertise around standard contract terms and conditions, ensure services proposed meet the requirements of the contract.
- Responsible for establishing and maintaining effective working relationships and processes with legal and finance to effectively manage risks associated with opportunities and feed into the income risk register to support accurate financial reporting for contracted income.
- In conjunction with Local Services and the Bid Manager, responsible for sourcing and investigating appropriate opportunities for contract and grant funding that aligns with the Society's strategy.
- Responsible for representing the Society with external stakeholders including commissioners, building and maintaining external relationships and contacts that can support business development and both identify and secure funding opportunities.
- Establish external networks of potential partners/subcontractors to facilitate 'go-bid' decisions and opportunities where the society is unable to bid as a lead/sole provider, negotiating Memorandums Of Understanding and completing due diligence prior to tender release.

- Maintain information to support bid and tender opportunities including demographics, service mapping, commissioning priorities and internal statistics and evaluation data.
- Provide specialist advice and support to Local Services as required to align new and existing services to the Service and Quality Frameworks and Society's strategy, identifying service gaps, potential development opportunities and possible sources of funding.
- Lead local teams to complete pre-bid exercises in preparation for procurement including SWOT analysis of existing services, service modelling and gap analysis. This will include involving people affected by dementia to involve them in identifying ways to improve services to better meet their needs.
- Support market engagement and service consultation events alongside colleagues from Local Services, and respond to requests for information from commissioners.
- Coach and prepare panels, supporting the development of tender presentations collaboratively with operational employees.
- Develop budgets for new, extended and re-modelled services, ensuring full cost recovery in liaison with the relevant Local Services Manager and Regional Finance Business Partner.
- Deliver workshops and training sessions to Society colleagues to increase understanding of the job of Partnerships and Business Development and commissioning and the Society's processes for bid and tender development and opportunity identification.
- Support and engage with opportunities for involving service users and others affected by dementia, and increasing volunteering opportunities in order to inform and add value to business development as well as wider Society activities.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements.

Person specification and selection criteria

Skills and knowledge	Application (A) or Interview (I)
Educated to degree level (or equivalent experience)	A
Demonstrable writing and proof reading skills and experience of writing and submitting successful tenders or funding applications in the health and social care field including completion of Pre Qualifying Questionnaires and budgets which achieve full cost recovery.	A/I
Experience of costing and pricing services with a commercial mind-set and understanding.	A/I
Ability to quickly establish new working relationships to effectively lead a team to execute and deliver short term projects within required timescales.	A/I
Experience of leading contract negotiation with funders and partners in relation to agreement of terms and services for subcontracting arrangements.	A/I
Excellent oral and written communication skills, IT, time management and organisation skills and an ability to coordinate multiple strands of work within changing deadlines and priorities.	A/I
Proactive and independent thinker, able to take the initiative with developing new projects, with an ability to coordinate, motivate and inspire people from a range of disciplines and functional areas to work one shared goal.	A/I
Demonstrable experience of taking a leading role in project management or delivering strategic pieces of work to time and quality in a fast-paced environment.	A
Able to assimilate and analyse complex data and information to identify issues promptly and provide well thought out solutions.	A/I
Experience of developing graphics and diagrams.	A
Ability to deliver presentations, lead workshops and run training sessions.	A/I
Ability to work collaboratively and build relationships and connections internally and externally at all levels, recognising key partners and stakeholders and being a credible communicator with key staff.	A/I
Able to act as an external representative and champion for the Society working flexibly across the three nations, undertaking overnight stays as required.	A

Competencies & personal attributes	Application (A) or interview (I)
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Be a team player, supporting colleagues when there are deadlines, and knowing when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
Non-judgemental and sensitive communication skills.	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A
Strive to be an expert in specialist field, encouraging a culture of continuous learning.	A

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

Criminal Record Check

This post may be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). Please select the level of Check required for this role:

- Basic ☐
- Enhanced ☐
- Not Applicable ☒

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contributions rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face coooselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave - 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave