# https://ay-group.org/wp-content/uploads/2019/03/cropped-AY_Group_CSCIC-header-04-1.png

*AY Group is currently hiring* ***Bid Writer*** *for its community service organisation. Please see below to find the detailed information regarding the roles mentioned above. With increasing Knife crime, AY Group has started selling First Aid Courses to train the people to stay safe. Please revert us if the above-mentioned opportunity excites you. However, through this noble job, you will get a chance to give something back to the society and grow professionally. Our society needs your hearty support. Please come and join us to this noble venture.*

# Volunteering Role

**Post Title:** Bid Writer

**Department:**  Fundraising

**Contract:** 12 months fixed term/2 weeks’ notice must be given

**Hours:**

**Location:** London Office

**Responsible to:** CEO (Danny Barnes)

**PRINCIPAL DUTIES:**

* To produce successful tender proposals, as well as other fundraising applications when required, based on good research and excellent communication with and support to colleagues across the AY Group.
* To be an effective and collaborative member of the Business Development team.

**MAIN DUTIES:**

1. Monitor and research a variety of information sources in connections to new projects and bidding activity, to include but not limited to ESFA and other similar Government procurement portals.
2. Express interest on portals as directed by CEO.
3. Download and forward all appropriate correspondence.
4. Track all in bound leads through the bid process.
5. Produce reports on inbound leads as and when directed.
6. Undertake and complete PQQ submissions and technical / compliance information to accompany tender bids and responses.
7. Responsible for ensuring tenders are submitted consistently ahead of the deadlines set by the tendering authority or body.
8. Liaise with the authorities regarding any clarifications or amendments to PQQ notices required.
9. Support the CEO in preparation of PQQ and Bid responses.
10. Prepare and keep up to date all relevant bid compliance matrices.
11. Ensure all bids are accurately completed and represent the company’s experience and abilities in the best possible way to secure the tender opportunity from the PQQ submission and/or contract when tendering.
12. To think laterally and contribute relevant ideas for developing tender submissions to the company’s advantage e.g. creating sales focused literature from sound market research in order to accurately portray the company’s strengths over its competitors.
13. Responsible for proofreading of created material and the work of other team members.
14. To provide constructive criticism on any areas that may need adjustment, working together to ensure a submission of the highest standard is achieved.
15. Develop a knowledge base of the AY Group that is second to none, with an ability to produce bids on all AY Group services.
16. Objectively appraise tender submissions, to add and edit information as necessary in order to structure an effective response.
17. Ensure all submissions are uploaded (if applicable), printed, packaged and delivered in the format and media type required and within the deadlines established.
18. Develop a good understanding of awarding bodies’ vision, strategy and plans in order to maximise new business generation opportunities.
19. Gather and develop information relating to specific tenders, relative projects and long-term opportunities.
20. Chair and take minutes at Tender Steering Meetings as well as ensuring accurate up to date records are kept of all action points.
21. Be flexible and comply with any reasonable requests made by your line Manager including if necessary working within other offices within reasonable distance.

**General Accountabilities:**

1. Lead, promote and support the development of the Company’s Equality and Diversity policies, procedures and practices as they relate to students and staff.
2. Develop effective contact, liaison and working relationships with colleagues in the company and other bodies as appropriate.
3. Support the development of the learning organisation and facilitate cultural change.
4. To engage in professional development and networking to ensure that professional and strategic contributions are up-to-date.
5. Complying with the Company Health and Safety Policy and all relevant health and safety requirements.
6. Participating actively in the performance management, agreeing objectives, attending reviews and undertaking professional development as required.
7. All employees are expected to be fully committed to all policies and processes including equality, diversity and safeguarding.
8. Such other duties as may be reasonably expected.

# PERSON SPECIFICATION

**DIRECTORATE:** Teaching & Learning

**POST TITLE:**  Bid Writer

|  |  |  |  |
| --- | --- | --- | --- |
|  |   | **E**  | **D**  |
| **Formal** **Qualification**  | * Any degree is acceptable for entry into the profession but relevant skills and work experience are more valued.
* Assessor Award (A1, TAQA Level 3).
* V1, TAQA Level 4 Award or willingness to undertake qualification.
* Education and Training Qualification Level 3, 4 or 5 and/or the equivalent such as PTLLS, CTLLS or DTLLS.
 | ✓   |  ✓✓✓   |
| **Knowledge**  | * Good knowledge of Apprenticeships and NVQ/QCFs framework. Good knowledge of teaching/assessment procedures.
 |   | ✓   |
| **Experience**  | * Successful experience of learning support.
* Relevant and current industry experience in education and training (e.g. College).
* Experience of writing and delivering successful tenders (minimum of 2 years).
* Production of costing information to help bidding and pricing decision making.
 | ✓ | ✓✓✓  |
| **Skills**  | * Good communication skills, to be able to handle in a confident and professional manner, all types of telephone/face to face contact.
* Excellent written and verbal communication skills.
* Strong computer literacy and presentation skills.
* Good organisation and administration skills.
* Ability to prioritise workload.
* Ability to problem solve.
* Ability to use own initiative.
 | ✓✓✓✓✓✓✓ |          |
| **Other Specific** **Qualities**  | * Ability to maintain confidentiality.
* Demonstrable commitment to equality of opportunity for all.
* Ability to work flexibly to respond to changing priorities.
* Enthusiastic.
* Articulate and able to communicate professionally with colleagues at all levels, both internally and externally.
* Ability to work as part of a team and support colleagues.
* Ability to cope with a demanding workload.
* Prepared to take and implement decisions and accept responsibility for own actions.
* Self-motivated.
 | ✓✓✓✓✓✓✓✓✓ |   |
| **Personality** **Motivation**  | * Ability to motivate individuals.
* Committed to high standards.
* Committed to supporting students and staff members.
 | ✓✓✓ |   |
| **Physical** **Requirements**  | * Fit and able to carry out the duties of the post.
 | ✓  |   |
| **Circumstances**  | * Able to work outside normal hours as may be required to work evenings and weekends.
* Able to travel.
* Must be able to provide a clean DBS.
 | ✓✓✓ |   |

# E = Essential D = Desirable