



POSITIVE STEPS

SUPPORT | CHALLENGE | CHANGE

ROLE PROFILE: Bid Writer

Service: Positive Steps

Pay Level: 7

Reporting to: Chief Executive

DBS: Not required

Positive Steps is a charitable trust that delivers a range of targeted and integrated services for young people, adults and families that recognises the diversity of the people with whom we work. We are a unique organisation delivering a combination of statutory, voluntary and traded services – funded through local authority and charitable trust grants, charitable donations, contracts based on payment by results, and income generated through our sister company Positive Steps Trading – where all profits fund our charitable activity.

Positive Steps employs around 150 members of staff and our excellent employee engagement means that we have consistently become an employer of choice within Greater Manchester. We value each employee's unique strengths and believe our success relies on more than just job roles. We have a great benefits' package and a real focus on flexible working and health and wellbeing. Our outcomes are driven by our organisational values which underpin everything we do. Our employees are expected to display them within their roles within Positive Steps.

OUR VISION & VALUES

OUR VISION - People and communities inspired to take control of their lives

OUR VALUES

- **SUPPORTING POSITIVE STEPS** - We take responsibility for actively supporting Positive Steps and its values
- **WORKING THROUGH CHANGE** - We innovate and develop ways of working that make a difference to the people with who we work
- **ACHIEVING RESULTS** - We are collectively and individually accountable for our targets and work together to achieve them
- **WORKING TOGETHER** - We consult and involve colleagues, clients and partners in all that we do
- **THINKING THINGS THROUGH** - We reflect upon learning, using our knowledge and experience to create and develop new ways of working

We are a values-based organisation, so reflecting our values in your evidence will support your application

The following sections are there to give you an understanding of what skills, knowledge and experience we would like you to bring with you and how you might succeed in your role.

ROLE REQUIREMENTS

YOU HAVE:

Assessed at application only

- Educated to NVQ Level 4, HND, Degree qualified or equivalent

Assessed at application and interview

- Experience of bid writing for third sector organisations and/or charities.
- A developed understanding of procurement processes
- Experience of promoting and building projects from beginning to end.
- Experience of submitting and uploading PQQs, tenders and other supporting information
- Experience of using information technology for a range of different purposes.

Assessed at interview only

- Be able to think creatively and use your initiative
- Ability to communicate effectively to develop and maintain constructive relationships both internally and with professionals from other agencies

YOUR STRENGTHS ARE:

Assessed at application only

- Possesses excellent communication skills including English Language and proofreading skills

Assessed at application and interview

- Ability to work with Senior Managers to understand the funding requirement to build the business
- Ability to write high quality, compelling responses to bids and tenders
- Ability to produce documents of an exceptionally high standard
- Ability to work flexibly to meet challenging deadlines
- Ability to work effectively both independently and as a team member
- Excellent organisational and time management skills.
- Ensure compliance with all internal and external bid requirements

Assessed at interview only

- You are flexible in your approach to work and will go the extra mile to make a difference.

MAIN PRIORITIES

The job role includes the following key responsibilities and duties:

- Working alongside the CEO and Directors to coordinate a strategic approach to planning, monitoring, and applying for funding to develop the business. The role will involve maintaining comprehensive records at all stages of the bid process and monitoring and evaluating the outcomes to support future growth.

KEY DUTIES

- Lead the development of bid strategy.
- Take full ownership of the tendering process including sourcing opportunities, working end to end, convening and leading response teams and ongoing project management.
- Submitting and uploading PQQs, tenders and other supporting information.
- Monitoring daily tender opportunities and portal notifications.
- Maintaining and updating a tender library and corporate filing systems.
- Drafting reviewing and writing creative and persuasive tender content.
- Completing bid planning documents including bid summaries, project plans, gap analysis and other documents.
- Researching and summarising markets, competitors, and other bid related topics.
- Providing bid administration support and maintaining accurate records.
- Demonstrate responsibility and leadership for promoting and championing all aspects of equal opportunities by valuing diversity in all areas of work
- Take responsibility for ensuring and achieving the objectives of the Positive Steps Health and Safety Policy
- Undertake any other duties in order to meet personal, team and organisational objectives following consultation with your manager

ADDITIONAL REQUIREMENTS

HEALTH AND SAFETY

To operate safely within the workplace with regard to Positive Steps' health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and the Health and Safety of others.

EQUALITIES & DIVERSITY

To work within Positive Steps' Equality and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

CUSTOMER CARE

To continually review, develop and improve systems, processes and services in support Positive Steps' pursuit of excellence in service delivery. To recognise the value of its people as a resource.

TRAINING AND DEVELOPMENT

To identify training and development needs with your manager, taking an active part in your Personal Development through supervision and the Aspire Process. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

POLICY

To work at all times within the established policies and practices of Positive Steps.

INFORMATION GOVERNANCE

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside Positive Steps unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holder's period of employment that relates to the business of Positive Steps and its service users and employees will remain the property of Positive Steps. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.

Date prepared/revised: May 2021
Prepared/revised by: Steph Bolshaw