



ALLPAY LIMITED

[Title]

Owner	HR Manager	Date Created	18/08/2020
Classification Level	Public	Template Version	General Form v1.4

1. JOB IDENTIFICATION

Job Title: Bid Writer

Responsible to: Bid Manager

Department(s): Tenders

2. JOB PURPOSE

To produce, edit and review all proposal content for the Tenders department. Leading on storyboarding sessions, participating in key review meetings/final document review, content sign off and document production. Assisting the Bid Manager to deliver a proposal structure and write content for use in the bid, any presentations and supporting documents to deliver a cohesive and consistent approach.

3. DIMENSIONS

The role requires the writing and collating of information to form excellent written proposals to deliver quality responses in bids to the highest standard. The Bid Writer will lead on developing a storyboard and themes for the proposal in line with the proposal structure. The role requires excellent writing skills and attention to detail, as well as good comprehension of tenders and client requirements to deliver specialist client-focused proposals.

This role will co-ordinate written submissions with Product Managers, Directors, HR, Learning and Development, Sales, Finance, Implementation and Legal Services to shape and tailor bids, ensuring technical aspects are delivered well within the commercial proposition. The Bid Writer will be responsible for ensuring quality, accurate, compelling written content is maintained within the Tender Library.

4. ROLE OF DEPARTMENT

The Bid team are responsible for the end-to-end bid process, working with Subject Matter Experts (SMEs) to collate winning proposals. They will co-ordinate with different teams across the business to prepare the bid in order to maximise the response against the evaluation criteria. The department is responsible for assembling and writing winning bids for each of the following areas: Bill Payments, Prepaid and Card Services.



5. KEY RESULT AREAS

Creating content for response to PQQs, RFIs, RFQs and ITTs, and any written content during the pre-proposal planning stage, through to bid submission.

Delivering storyboarding sessions for the proposal, guiding SMEs on behalf of the bid team to communicate key themes.

Identifying areas which require support from SMEs and ensuring technical information is translated effectively and compellingly into a commercial proposition.

Compiling, editing, and proofreading bids ensuring that these are presented in a professional and concise manner and compliant with client requirements.

Develop a knowledge of allpay and its products and services by reading and reviewing previous bid and design documents, engaging with teams across the business proactively.

Develop standard templates, such as project team plans, CVs, for use as supporting documentation within bids.

Set up bid teams, lead meetings and handovers, co-ordinating with all key bid stakeholders to cover the complete response.

Working to tight deadlines on multiple bids to deliver high-quality proposals.

Proofreading of material and work of others, providing constructive feedback to ensure a submission of the highest standard is achieved.

Management of version control of all bid procedures, ensuring all relevant approvals are secured prior to bid submission.

Updating Tender Library for storing useful facts, figures, evidence, policies etc., improving efficiency.

Standing in for the Bid Manager as required. Either as prime contact for the team and or as lead on tender submissions when required.

The post-holder will be required to undertake such tasks as may be reasonably expected within the scope and grading of the post

7. KNOWLEDGE, TRAINING, EXPERIENCE & SKILLS REQUIRED TO DO THE JOB

Experience writing bids/proposals within a commercial/sales environment

Understanding of the tender process and experience managing several deadlines and own portfolio of work

Excellent interpersonal and communication skills

A high attention to detail with an excellent editing and proofing ability



Deadline driven with effective time management skills and ability to perform well under pressure

Excellent use of written and verbal English to translate and shape subject matter into winning proposals

Ability to work with, motivate and challenge other departments around requirements and foster relationships with subject matter experts

Evidence of analytical skills and attention to detail, producing appropriate, accurate, high-quality written work within challenging work limits.

Ability to work flexibly and to demonstrate an ability to adapt to change.

Organised and confident communicator.

Able to analyse and assimilate the core elements of the business at its strength rapidly.

Highly influential and positive.

A good team player who can take responsibility for own actions.

APMP qualified to Foundation Level or working towards.

8. JOB DESCRIPTION AGREEMENT

We confirm that this conveys a full and accurate description of the job as at

Job Holder's Signature:

Date:

Manager of Department Signature:

Date:

Director of Department Signature:

Date: