



## Job Description

# Bid Writer



## The role

Working as part of the GHC Business Development Team you will have oversight of commissioning portals and work as part of a team to ensure that we are dealing with growth opportunities in a timely and methodical way.

You will be involved in all elements of bid writing including, draft responses, proof reading and working with key internal stakeholders to develop tender submissions and collate funding applications for new business submissions.

You will also be involved in the development of case studies for use in our funding submissions to evidence the outcomes we support people to achieve.

Based in Liverpool office, 37.5 hours/week.



## You will be responsible for:

- Ensuring we are on all required frameworks and portals
- Timely planning, management and completion of allocated selection questionnaires and tender submissions through the various stages of the procurement process
- Planning, drafting, writing and coordinating responses to bids
- Reviewing assessments for ratification meetings and final review prior to submission
- Working closely with the Business Development team and constructing relevant answers which clearly answer the external stakeholders' requirements and portray the company appropriately
- Work collaboratively with ICBs through relationship management and engagement to attract & bid for new packages of care
- Produce reports and papers and provide insight into data captured & use data to inform evidence-based decisions
- Proactively seeking clarification for frameworks and tenders to inform written bid



## What do you need?

### Skills and Experience

- Minimum of one years' tender completion experience with good understanding of tender frameworks
- Ability to prove successful wins post tender
- Experience in the healthcare sector would be desirable
- Excellent communication skills both written and verbal with a flair for descriptive writing
- Good time-management skills
- Effective team player
- Project management skills
- Enthusiastic and motivated, can-do attitude, resilient & tenacious
- Ability to problem solve and seek solutions when challenges are presented
- Proficient user of IT programs including Word, Excel, Outlook
- Knowledge of mental health, learning disabilities and complex needs
- Understanding of CQC regulations, CCG, LA & NHS England commissioning portals would be desirable
- A genuine interest in working with vulnerable adults in a community setting

### Qualifications

- Educated to GCSE level in English and Mathematics grade A-C as a minimum
- Degree-level education in English Language, creative writing or similar would be an advantage