



Job Description & Person Specification

Post: Business Development and Bid Writing Manager
Responsible to: Head of Operations
Responsible for:



Business Development and Bid Writing Manager Job Description

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Overall job purpose

The chosen individual will join our Operations team, which is part of the wider Development, Marketing and Communications Department. You will support the delivery of effective business development strategies and activities to achieve organisational growth and to enhance our existing services.

BEC believes social impact development improves lives. Our values of Self-worth, Respect, Support, Integrity, and Kindness drive everything we do. You will be responsible for leading on specific competitive tendering and bidding processes on behalf of BEC, writing high-quality competitive tenders and proposals, understanding the current market, feeding information to guide strategic planning, and supporting colleagues within the wider group to develop products, funding bids and proposals.

Behaviours

As a company, we set high standards of performance and ethical behaviours. The following corporate behaviours underpin the working environment at BEC and assist us in delivering our vision:

- Working with integrity
- Being commercially astute
- Partnering people and change
- Driven to make a difference.
- Accountable for actions
- Courageous leadership
- Environmentally responsible

Key Objectives

Bid Writing and Management

- Lead in all elements of the bidding process which includes writing competitive bids within strict deadlines.
- Identify, research, and communicate opportunities and needs across the organisation, working proactively with colleagues at all levels to identify fundable initiatives.
- Host internal and external briefings and liaise with relevant teams to develop compelling bids which are fit for purpose, realistic, and aligned with organisational needs and aims.
- Lead the development of specific bid responses which includes the structure, content, and responses. Ensure tenders are submitted on time and achieve the highest scores by the evaluator(s).
- Develop and manage an internal network of subject matter experts and bring them into the development and writing process as required.
- Support colleagues in developing presentations, and briefings.



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Partnership Building

- Build and maintain effective stakeholder relationships internally throughout the organisation and externally with external partners and organisations.
- Represent BEC in market engagement and events online and in-person and support with all aspects of enhancing and developing our brand.

Organisational Growth

- Identify priorities from our strategy and business plans, translating growth plans into effective action aligned to BEC's mission, vision, and values.
- Ensure communication is clear, and concise, providing a logical strategy and direction to follow to ensure a smooth transition for new contracts.

Other responsibilities than those described above may be required to be undertaken from time to time and will be expected to be performed to as long as it is within the capability and level of the position.

Health and Safety

The post holder is required to carry out the duties in accordance with the Company's Health and Safety policies and procedures.

Diversity

The postholder is required to always have due regard for equal opportunities and diversity, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all employees.

Quality

To support BEC in striving to create a client service culture with total commitment to quality.

Other Duties

The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be mutually agreed with the post holder.



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Person Specification

Skills & Abilities	
Essential	Desirable
<ul style="list-style-type: none">• Previous experience in a similar role with similar responsibilities includes a track record of securing new bids and/or retaining existing contracts.• Previous experience in bid/proposal writing, reviewing, and editing.• A strong understanding of key challenges and community needs in West Cumbria.• IT Proficiency, ability to learn new software programs, experience in Microsoft, including Word, Excel, and Outlook.• Ability and willingness to travel and attend market engagement events to gain greater understanding of what BEC offers and to inform teams of relevant tender responses.• Excellent attention to detail and the ability to create and write engaging content.• Proven ability to prioritise and juggle multiple tasks and competing priorities within a fast-paced environment.• Excellent communication skills both written and oral and ability to build and maintain relationships.• Ability to review large amounts of information and research materials to inform model development and shape tender/bid responses.• Proficiency in navigating tender portals	<ul style="list-style-type: none">• Previous experience managing the full bidding process end to end from premarket engagement and contract notification, through to award.• Previous experience working in the same or similar sector.• Previous experience working with key stakeholders in West Cumbria.• Strong understanding of social impact and local supply chain.