



# Bid Writer

## About the job

We are currently recruiting for a Bid Writer to work within the business development team of a social enterprise, which offers services (social, digital etc) to local communities and SMEs, particularly those run by (or serving) the following groups:

1. Black ethnic minorities
2. Women
3. Young people (16-24 years old)
4. Migrant families
5. Groups suffering from digital exclusion

The Community Revolution CIC is seeking a skilled Bid Writer to join our dynamic team. The Bid Writer will be responsible for developing impactful content for bids and proposals, significantly contributing to our efforts in securing new business. The ideal candidate will thrive in a fast-paced sales environment, adeptly prioritising tasks and adapting to evolving circumstances.

We are looking for an individual who is passionate, hands-on and eager to learn. The role is likely to involve working on multiple exciting projects so the individual should be able to multitask.



## Roles and responsibilities

- Develop new content for assigned bids
- Lead planning and writing sessions with bid and solution team members, key stakeholders, and subject matter experts
- Deliver completed written proposal responses to the bid team within agreed RFP/ITT deadlines, escalating issues as needed
- Write compelling and winning narratives using persuasive writing techniques
- Ensure compliance with required proposal deliverables, scoring metrics, and solution/win themes
- Customise and re-work existing pre-written content to meet specific bid requirements
- Edit proposal responses from various stakeholders and subject matter experts to ensure a consistent voice
- Adhere to and promote The Community Revolution CIC style guide in all content
- Use software platforms to support content creation and editing
- Participate in bid quality response reviews

## Experience

3 years prior experience as a Bid Writer is essential.

## Skills and Competencies

- Experience and proven skills in producing and editing bid content within a complex business environment
- Charity industry experience preferred
- Strong written and oral communication skills
- Excellent organisation and self-motivation
- Proofreading and editing knowledge, with a focus on quality and accuracy
- Ability to write with a sales influence and persuasive flair
- Ability to transform written, numerical, and existing content into compelling narratives
- Will be comfortable working to tight deadlines
- Team-working skills and confidence when dealing with people of all levels of the business
- Good computer skills and knowledge of Google workspace



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