Job Title: Proposal Writer / Bid Manager

Reports to: Head of Business Development

Purpose of Job: The Proposal Writer / Bid Manager will work with the Business Development, User Experience, Graphic Design, Innovation and Development teams to contribute to winning new business through the submission of proposals and tenders.

**Skills:**

* Enthusiastic with strong, creative and persuasive writing skills, confident in articulating complex solutions, ideas and concepts for a non-technical audience
* Excellent interpersonal skills, with the ability to disseminate information to a range of audiences; both written and verbally. Being able to communicate technical information to business personnel and vice-versa is desirable
* The ability to work under pressure on multiple projects within sometimes challenging timeframes
* Outstanding attention to detail
* A good understanding of information technology
* Able to work autonomously but competent to revert for direction where required

**Responsibilities:**

The responsibilities will include:

* Managing and compiling quality bids through:
* Articulating the proposed solution
* Creating responses to specific customer questions
* Response review and proof reading
* Reviewing, updating and improving boilerplate content
* Creating/updating project plans
* Compiling pricing
* Adhering to corporate bid processes
* Monitoring Tender portals for relevant opportunities
* Managing tender submissions through all the major procurement portals
* Actively contributing to Bid continuous improvement processes
* Contributing to the bid library
* Supporting the ISO audit process

**Person:**

* Excellent written English skills
* Ability to write persuasively and attractively
* Interest in digital or technical industries
* Good knowledge of the MS Office Suite, specifically Word, Excel and PowerPoint
* Proven ability to integrate well into a team and build relationships with stakeholders

**Desirable:**

* A degree in a Business, Marketing or IT subject or equivalent experience desirable
* Commercially aware with an understanding of tender processes desirable
* Business Analysis and/or relevant technical knowledge is desirable
* Experience of working within complex IT project environments is desirable
* ISO audit and standards awareness desirable
* Digital Agency experience, or experience within a web development-based role
* Proven analytical mindset with an ability to develop solutions to technical problems desirable
* Working knowledge of industry standards in project management and development methodologies including PRINCE2, PMP, Lean, Kanban, Agile & Waterfall desirable