**The Forward Trust Job Description**

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| **Position Title** | Bid Writer | **Reports to** | Business Development Manager |

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| **Introducing Forward Trust** |

We are Forward, the social enterprise that empowers people to break the cycle of crime or addiction to move forward with their lives. For more than 30 years we have been working with people to build positive and productive lives, whatever their past. We believe that anyone is capable of lasting change. Our services have supported thousands of people to make positive changes and build productive lives with a job, family, friends and a sense of community.

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| **Role/Team Overview** |

The Bid Writer will join a successful Business Development Team, writing high quality tender submissions that convey the organisation’s mission, values and expertise to funders and commissioners. You will be responsible for coordinating strong tender submissions, resulting in successful outcomes. You will help ensure Forward retains all existing contracts and wins new business, in line with the organisation’s strategic plans and targets for growth.

Business Development sits right at the heart of Forward – we’re an ambitious, innovative and mission driven team who work collaboratively with partners from across the organisation to develop compelling service offers for some of the most excluded people in society. You will use your exceptional writing and interpersonal skills to capture and convey Forward’s approach across our range of service areas: substance misuse in community and prison settings, mental health, employment, housing, and residential rehabilitation services.

We are seeking a confident self-starter, with demonstrable experience of high quality writing. Experience of the health, social care or justice sectors is desirable but not a prerequisite. You will have excellent critical thinking skills, the ability to present complex ideas in a simple way, great interpersonal skills, forensic attention to detail, and an organised / methodical mind.

Your day-today will include:

* Writing and editing bid responses
* Liaising with, and working alongside, Forward colleagues across departmental projects
* Completing research online and analysing data
* Identifying and liaising with partners and other stakeholders
* Creating presentations, diagrams and reports
* Improving and innovating business development processes to ensure team efficiency

This is predominantly a home based role with a requirement for occasional travel to Head Office in London or to our projects nationally.

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| **Accountabilities** |

**Strategy**

* You will contribute to meeting Forward’s business plan objectives by contributing to successful tenders increasing the number and range of services Forward provides.
* You will contribute to the delivery of the business development strategy through:
* Writing high quality tender responses, internal and external briefing notes, and internal and external correspondence
* Planning and calculating Social Value contributions as part of our modelling to inform tender submissions
* Collaborating with teams in Forward’s Head Office (Finance, Governance, Fundraising, Communications, and HR) and with our prison and community operational services to assist with the production of bids
* Evaluating and assessing new opportunities, partners and emerging new markets.
* Carrying out reviews and analysis on our competitors to ensure we are aware of any new development that may impact on our competitive advantage
* Being aware of the external environment in which we operate in and any changes likely to impact on our business development strategy
* Researching best practice and innovation in the field to inform our model development work
* Representing Forward at market engagement and industry events
* Support the management of the pipeline of upcoming opportunities
* Assist with the project management of tender productions
* Assist in monitoring our group inbox
* Pursuing ad-hoc development opportunities for Forward, both assigned and self-identified

**Quality and Safety**

* Alert the Business Development Manager to any significant risks or problems arising in the course of managing and monitoring Business Development.
* Abide by Forward’s policies and procedures and encourage others to do the same.
* Work with the highest regard to health, safety and security in the workplace highlighting any risks (potential or actual) to the relevant senior managers, in accordance with Forward’s risk management protocols.
* Promote and ensure departmental compliance with all relevant legal, regulatory, and ethical responsibilities.
* Effectively manage information, particularly confidential information, within statutory duties and in accordance with best practice.
* Keep up to date technically on all relevant matters and strive for continued professional development.

**Systems and Policy**

* Work towards Forward’s mission and values within current policies and good practice.
* Support the Business Development Manager by ensuring all internal stakeholders are consulted in the development of tender documents.
* Ensure all Business Development processes and procedures are fairly applied, properly adhered to and monitored.
* Ensure all aspects of Governance are adhered to and due diligence processes are implemented in the identification of partnerships.
* Keep up to date on new policies and procedures that might impact on Forward’s business development plans.

**Administration**

* Collect and collate statistical and other Business Development data (and where required to spot check on the accuracy of the data) required for efficient reporting and monitoring
* Provide cover to monitor the Business Development group inbox when required

**Other**

* To take on other reasonable tasks and responsibilities as deemed appropriate by the Business Development Manager.

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| **Person Specification** |

**Below is a list of the qualities that we are looking for in applicants to this post. Please address each of these points in your application.**

**Essential**

**Skills and Experience**

* + Experience working in business development or a writing based role (e.g. fundraising, research, journalism – open to considering others)
  + Experience producing high-quality written content to tight deadlines
  + Knowledge of the tendering process
  + Ability to assimilate complex information from multiple sources and present it in a clear and concise manner
  + Excellent writing skills and ability to edit the work of colleagues and provide constructive feedback
  + Excellent communicator with the ability to explain and summarise complex issues in an understandable and approachable manner
  + Ability to work to tight deadlines and go the extra mile when needed
  + Manage own workload and balance competing deadlines
  + Successful team worker with track record of collaborating with others to achieve joint-goals
  + Able to build good relationships with internal and external stakeholders
  + Able to represent Forward in a positive and professional manager
  + Committed to continued professional development

**Qualifications**

* Educated to degree level

**Desirable**

**Skills and Experience**

* Business development experience
* Understanding of social value and creating additional benefit through our work
* Experience of service delivery or design
* Understanding of Substance Misuse, Criminal Justice, Housing and Employment Services

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| **Forward’s Mission and Values** |

**Our vision**:

Is that anyone, whatever their history and circumstances, can find the help they need to turn away from a life of crime and/or addiction, to build a fulfilling and productive life with family, work and community, while inspiring and supporting others to follow the same path.

**Our mission**:

Is to bring lasting change to people’s lives, away from addiction and/or crime by delivering services that inspire the belief in a better life, and provide clear steps to achieve this change- bringing benefits to our service users, their families and communities.

**Our values**:

Underpin all of our work. They are at the heart of Forward- who we are, what we do and how we do it.

**Empowering:** We pride ourselves on treating others with care, respect and dignity, whether our clients, colleagues, supporters or partners. We believe in nurturing self-belief and independence to empower people to achieve their goals. Through the inspiration of others and by being honest and approachable we aim to support people to build the trust and courage to be the best they can be.   
 **Collaborative:** We seek out opportunities to collaborate with others, identifying common goals and complementary expertise and abilities. Through a respect for the strengths and differences of others; effective and open communication; and a commitment to remaining flexible in our approach, we strive to achieve the best outcomes together.   
  
**Expert:** We approach problems using insights and evidence to find a solution. Our approaches are proven to work and make a positive impact. We are trusted experts, consistently delivering quality whilst remaining adaptable and resilient in the face of change.   
  
**Courageous:** We are deeply committed to our work and ambitious in what we can achieve. We are unafraid to challenge or speak up if it’s needed to do the best work we can. We are courageous enough to not only embrace or generate change where it means we can make an even bigger difference, but also to take responsibility to play our part in delivering that change.   
  
**Innovative:** We embrace creativity in all that we do. Whether seeking out new approaches, adapting and responding to changes around us, solving problems, engaging others or finding smart and cost effective ways of working, we actively look for innovative ideas and new solutions in our efforts to do our best.

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| **Competencies** |

**Leadership:**

Adopts a leadership style that challenges and motivates the team(s) to achieve objectives. Capable of motivational leadership that simulates others to challenge their own thinking, using their initiative to make a fuller contribution.

**Courage and Resilience:**

Builds trust and commitment with employees and clients through personal behaviour and conduct. Willing to say what needs to be said at the right time, to the right person, in the right way. Will persist, even when faced with considerable challenges and/or obstacles.

**Strategic Development:**

Links Forward’s business plan to daily work; develops strategic goals and plans that expand the influence of Forward within her/his sphere of operation.

**People, Performance and Development:**

Takes responsibility for employee’s performance by setting clear goals and expectations, tracking process against goals. Ensures employees receive regular supervision and feedback, addressing performance problems and issues promptly.

**Managing Quality:**

Demonstrates a genuine commitment to the maintenance of quality and compliance within the teams activities; encourages best practice across all of their teams procedures and actions; watchful for any breach of standards or actions that would compromise Forward’s statutory obligations and reputation.

**Delivering Results:**

Consistently achieves measurable goals and targets set by others or oneself. Engages in the committed pursuit of agreed goals; concentrating on important priorities. Always mindful of the value of an activity or task.

**Managing Change:**

Demonstrates support for innovation and for organisational change; initiates, sponsors and implements organisational changes; successfully helps others accept and manage organisational change; overcomes potential resistance conflicting expectations and controversy