

3SC JOB DESCRIPTION

Job Details	
Post:	Bid Development Manager
Reports To:	3SC Chief Executive
Duration:	Permanent
Location:	3SC London or Cardiff Office
Salary:	£27,000 to £33,000 per annum

Background
<p>3SC's vision is to win and manage contracts that enable the third sector to deliver an ever-increasing share of public services and a greater amount of social impact. 3SC brings the voluntary, community and social enterprise (VCSE) sector to public service procurement opportunities, develops consortia and then manages their performance when in contract. This is based on the conviction that the priorities and needs of people using public services in our communities, particularly those who are hardest-to-reach, are best met by experienced, local, passionate and mission-driven organisations who can deliver effective outcomes.</p>

Main Purpose
<p>To identify suitable tendering opportunities and liaise with potential supply chain delivery and prime organisations in the planning, writing, development and delivery of bid submissions.</p> <p>To produce professionally written bid submission content that clearly articulates 3SC's value proposition and win contracts.</p> <p>To liaise with the relevant 3SC Operations Teams, Finance Team, Business Development Consultant, Risk and Quality Manager and other internal and external stakeholders as applicable in the creation of tender/ bid opportunities. This role requires an ability to work under pressure and to demanding deadlines</p>

Main Responsibilities	
1)	Monitor and maintain all tender and tracker websites/systems/portals and identify and flag any new market opportunities for the business.
2)	Flag potential new business development opportunities with the Business Development Consultant and agree which will be developed into submissions. Submit Expressions of Interest for new opportunities when required.

3)	Full accountability for keeping the 3SC Bid Development Pipeline up to date and providing updates on the progress of bids.
4)	Take responsibility for the creation, writing, production and submission of bids/tender/proposal responses, ensuring they meet all relevant bid specifications including deadline requirements in order to win new contracts.
5)	Write coherent, concise, accurate and compelling copy around our core proposition in response to invitations to tender and other solicited and unsolicited tender opportunities as required, including those with partner organisations. Think creatively and analytically to produce winning bids.
6)	Work with the relevant 3SC 'Heads of' Operations Teams, Business Development Consultant, Risk and Quality Manager and other internal and external stakeholders to identify delivery organisations, build effective supply chains and support the due diligence of 3SC consortia delivery organisations.
7)	Attend/arrange meetings, events and presentations as appropriate presenting or representing 3SC and provide support to the Business Development Consultant as required.
8)	Meet all required deadlines for bid submissions both internal and external whilst working on multiple proposals simultaneously.
9)	Arrange new tender opportunities kick-off meetings and subsequent calls/meetings as requested for bids/tender submissions.
10)	Proof read and edit tenders/bids, re-work existing pre-written content where relevant.
11)	Deliver completed written proposal responses to internal and external stakeholders against agreed tender deadlines, escalating issues as and when required.
12)	Work with, and project manage contributions from, the 3SC Operations Teams, Finance Team, Business Development Consultant, Risk and Quality Manager and other internal and external stakeholders as applicable in the creation of tender/bid opportunities.
13)	Lead the bid-writing function across 3SC on small/medium and £multi-million public service delivery contracts in sectors including: employment, learning and skills, justice, young people and disabilities.
14)	Project-manage the cross-team bid-writing process from initial meetings with internal stakeholders to supporting the design of the delivery model, review answers, proof-read, submit tenders, contracts and bids on time.
15)	Successfully manage other stakeholders to work jointly on bids to quality, time and budget.
16)	Support the Business Development Consultant and Finance Team on financial modelling for all bids, tenders and contracts, to ensure all submissions are well thought-through, competitive and accurate, with adequate mitigation of risk.
17)	Contribute to the specification, development and maintenance of delivery organisation directories in conjunction with the senior management team.

18)	Develop and maintain excellent insight into market developments and opportunities for 3SC by engaging with key commissioners, stakeholders, networks and partners.
19)	Work proactively with 3SC colleagues to develop 3SC's membership scheme and the associated income stream.
20)	Work with 3SC colleagues on the production of consultation responses and other public affairs documents.
21)	Produce copy for the 3SC website and for social media to promote the work of the organisation as and when required.
22)	This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder may be required to assist with any other duties within the scope and nature of the position and any ad-hoc duties requested.

3SC Person Specification: Bid Development Manager

Style
3SC believes in openness, honesty and transparency. We expect a professional, positive attitude that is focused on getting the job done. As the Bid Development Manager, you will need to be able to work flexibly to complete work to tight deadlines and meet bid submission requirements which may require working outside normal office hours.

Area for Assessment	Essential or Desirable	Assessment method: Application (A), Interview (I), Presentation (P)
Competencies		
Commercial awareness - competitors, commissioners, policy	E	A, I, P
Analytical thinking – understanding what commissioners want, the ability to understand our core proposition, verbalise this coherently and capture on paper	E	A, I, P
Effective communication – external and internal stakeholders	E	A, I, P
Proactive, ambitious and highly motivated	E	I
Working under own initiative	E	I
Proven multi-tasker, with a systematic approach and the focus to prioritise effectively	E	A, I
Planning and organising - ability to multi task and work on a number of bids simultaneously		A, I, P
Adaptability and ability to learn quickly	E	I
Ability to articulate bid requirements	E	A, I
Ability to develop innovative and creative service/solution design	E	I, A, P
Organised and methodical approach to work and able to meet tight deadlines	E	A, I
Self-motivated, able to work independently and enjoy working as part of a team	E	I
Knowledge and Understanding		
Good current understanding of the third/VCSE sector, public service procurement systems and delivery	E	A, I, P
Business and Government funded market sectors and programmes including employment, justice, young people, disabilities and health and social care	D	A, I
Financial modelling	D	A, I
Awareness of equality and diversity issues and how they impact on business development	E	I

Skills and Experience		
Information management	E	I
Proven experience of working on complex bids in the public sector	E	A, I, P
Bid-writing and management –proven track record in winning £multi-million bids	E	A, I
Supply chain design and development	D	A, I
Decision-making and problem-solving	E	I
Excellent written communication, reviewing and proof reading skills and good attention to detail	E	A, I, P
Proven experience in working under pressure to tight deadlines	E	A, I
Competent user of Microsoft applications: Word, Outlook, Excel, Access, PowerPoint	E	A, I
Delivering quality bids on time	E	A, I
Qualifications		
Degree at Bachelor level (minimum 2:2 award) or equivalent	E	A

If offered an interview you will be required to:

- Disclose any unspent criminal convictions
- Provide documentation to prove your right to work in the UK

If offered the post you will be required to:

- Undertake a criminal record disclosure check
- Provide references for the past three years
- Provide evidence of your identity and address

Please apply by sending your CV and a covering letter to Joanne Cholerton at joanne.cholerton@3sc.org

The closing date for applications is September 19th 2018.