

About our Bid Manager

You'll ensure The Children's Society submits quality bids and tenders, maintaining a high win rate

- **Role type:** Permanent
- **Hours:** 35 hours per week
- **Location:** Home based or any TCS office
- **Salary:** £35,100
- **Closing date:** 18th July



Your tasks will include:

- Managing Bid Writers to produce high quality bids and tenders
- Embedding learning to continually improve our work
- Maintaining our CRM database ensuring the ability to effectively report performance
- Build internal relationships to ensure high quality bid content reflective of our operations and ethos



Skills and experience

Essential

- The ability to manage multiple complex projects
- Effective writing and editing skills, able to critically evaluate complex content
- Detail orientated with the ability to review feedback and continually improve quality
- Stakeholder management skills, able to share information sensitively to bring about positive change

Desirable

- Qualification in a writing discipline
- Experience of managing and producing Public sector bids and tenders in England and Wales
- Confident in the use of CRM systems, particularly MS Dynamics
- Competent in the use of MS Systems including new and emerging Artificial Intelligence systems

A day in the life

As our Senior Development Manager, your week could include ...



- ... Leading a discovery meeting to gather content for a new tender



- ... review a bid before submission ensuring quality and consistency



- ... review feedback from a recent bid and consider how to implement this in future work



- ... attend a briefing meeting to hear about our Major Appeal, sharing how others can access bids to inform their work



- ... send out your first draft of a tender for review and feedback

For more information, contact:

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