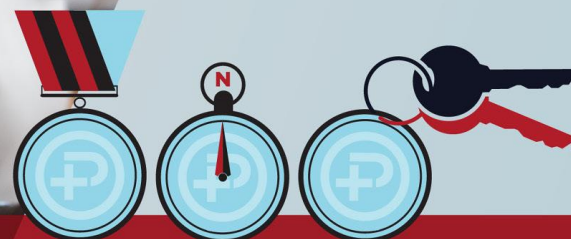




**“Making a direct difference
to the lives of 1 million
people by 2022”**



Job Description

JOB TITLE:	Bid Manager
DEPARTMENT	Business Development and Partnerships
SALARY	Dependent on Experience
REPORTING TO	Head of Bid Management
CAREER GROUP	Management
DISCLOSURE LEVEL	Basic Disclosure

MAIN PURPOSE OF THE ROLE:

PeoplePlus is a leading provider of employability, skills, justice and health and wellbeing services. We are seeking an experienced Bid Manager or Senior Bid Manager to lead the development and submission of high-quality, compelling bids for business opportunities in these sectors.

This role will support PeoplePlus' growth aspirations by winning new business through high quality bid development and shaping our markets through strategic insight.

This is a remote working role; however there will be an occasional requirement to travel to Sheffield for team meetings.

The ideal candidate for the job will be expected to manage and produce professionally written bid content that clearly articulates the organisation's value proposition. Experience of developing and writing Social Value responses would be desirable.

KEY RESPONSIBILITIES


- Active leadership and hands on involvement in the bid strategy, development and writing process for new and existing business opportunities in the employability, skills, justice and health and wellbeing sectors.
- Overseeing the production of high-quality bid documents, including responses to PQQs and ITTs.






- Coordinating input from internal stakeholders, including subject matter experts and operational teams, to ensure that bids are well-informed and compelling.
- Keeping abreast of industry developments and competitor activity to ensure that bids are competitive and aligned with market trends.
- Supporting with the delivery of presentations and attending face-to-face meetings with clients (where required).
- Attending networking and forum events to generate potential new contacts and business.
- Supporting the Partnerships team to identify, target and convert supply chain opportunities.

PERSON SPECIFICATION

Requirement	Essential	Desirable
Education, training, and qualifications		
Equivalent industry experience	✓	
University degree		✓
Member of Association of Bid and Proposal Management Professionals (APMP)		✓
Skills, knowledge, and abilities		
This is a networked role that requires an ability to work under pressure and to demanding deadlines.	✓	
Able to proactively develop and manage a network of subject matter experts.	✓	
The ability to identify and re-work existing pre-written content where relevant.	✓	
Ability to communicate and influence at a senior level.	✓	
Strong time management / prioritisation skills.	✓	
Strong written English language skills.	✓	
Experience		
Demonstrable evidence of working on complex bids to tight deadlines.	✓	
Project management experience.	✓	
Experience of working with multi-layered (matrix) sales/implementations/operations teams on the bid process.	✓	
Proficient user of Microsoft Office (PPT/Word/Excel), SharePoint, and other bid/proposal related tools.	✓	
Experience in a similar role especially within the employability, skills justice or health and wellbeing sectors.		✓
Experience developing and/or writing Social Value bid responses.		✓

DEMONSTRATE THE PEOPLEPLUS TRADEMARKS

		Essentials	Desirable
	True North - We always operate with high ethical standards, keeping a sense of our 'True North', even when no-one is watching. We are the best version of ourselves, all the time, in everything we do.	✓	

	<p>Own It - We always take personal accountability for everything we do, including any issue we come across, owning it until it is fixed and seeking help when we need it.</p>		
	<p>Improve to be the best - We want to be the best at what we do for our clients, customers, service users and learners. That means we have a passion to keep learning and improving. We never accept second best.</p>		
	<p>Customer First - Helping our customers improve their lives is our 'why'. Seeing things from their point of view and delivering the customer experience they deserve is how we start to make a difference.</p>	