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| Position Title | Bid Writer/ Trainee Business Development Manager | Department | Business Development |
| Generic Job Title | Bid Writer | Segment | Schools and Universities |
| Team Band | A | Location | Swindon / National  |
| Reports to | Business Development Director (Gov Schools and Universities) | Office / Unit name | Schools and Universities Business Development team |

**JOB PURPOSE**

To support the schools and universities business development team with the production of high quality compelling written material that clearly articulates the benefits of the Sodexo proposition. The role is intended to be predominantly focused on bid writing activity with the future opportunity to grow into a more front line sales role into the future for candidates who demonstrate the appropriate level of competence and commitment.

#### ACCOUNTABILITIES or “what you have to do”

* Produce professionally written proposal content that clearly articulates the benefits of Sodexo’s solution for catering and facilities management contracts
* Author tender responses and answers to specific tender questions
* Work in line with agree sales processes
* Identify, adapt and refresh pre-existing written material to improve the overall quality of bids
* Work closely with the business development team to ensure the relevance of written material for their particular segment or sub-segment
* Support the business development team with first appointments, site visits and internal meetings to develop an in-depth knowledge of each opportunity and therefore the quality of the written submission
* Re-write, edit a range of written materials from the Business Development team, Subject Matter Experts and internal departments like Marketing, Finance and CSR
* Present proposal content to the internal database ‘Bidnet’ owner for use across other segments
* Create case studies
* Deliver completed written proposals to the business development team or Bid Manager within agreed deadlines, escalate issues as required.
* Gain awareness industry and competitor trends to ensure tenders are market leading
* Actively seek feedback on both successful and unsuccessful proposals to inform future bids and to improve overall quality standards

**KEY PERFORMANCE INDICTATORS (KPIs)** **or “What it will look like when you are doing the job well”**

* Professional and accurate bid documents produced
* Bid documents produced in a timely manner to meet deadlines
* Innovative tender documents produced

#### DIMENSIONS

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| --- | --- |
| ***Financial*** |  |
| ***Competencies*** | Self-starterDrive to winTeam player | Commercial awarenessExcellent communicator |

#### SKILLS, KNOWLEDGE & EXPERTISE

Essential

* Excellent writing skills with strong focus on attention to detail, proven track record of successfully delivering multiple projects on time
* Graduate level with a broadly relevant qualification e.g. Marketing, English Literature, Professional Writing, Facilities Management as examples
* Proven capacity to effectively manage proposal development processes, as well as manage a range of internal stakeholders
* Demonstrated achievement in the production of tender documents and/or similar written content
* Strong organisational skills and ability to manage complex tenders, precise scheduling and multiple and shifting priorities.
* Excellent proficiency in MS Office

Desirable

* Experience of working in a similar business environment or educational environment is desirable e.g. Contract Caterer, Facilities Management Provider, School or University
* Ideally professional experience in new business development or similar environment
* Ability to work with InDesign desktop publishing software

#### CONTEXTUAL OR OTHER INFORMATION

* This role will support a number of sub-segments with a comprehensive induction programme
* A performance related bonus structure will be offered based on conversion of new business
* Ideally the successful candidate will wish to progress into a front-line Business Development or senior Bid Writer role

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| Document owner |  |