

Bid and Proposal Writer

JOB DESCRIPTION

Penny Appeal is an award winning, international humanitarian charity delivering aid in over 30 countries including the UK. We pride ourselves in the work that we do and the aid we are able to deliver, from sustainable programmes internationally and locally as well as emergency aid responses. We also take pride in the people that support us externally and the ones that make things happen internally.

We are the fastest growing charity in our sector with a fast-paced working environment. When a crisis hits internationally we respond immediately. Outside emergencies, we have a packed marketing calendar full of creative campaigns, award-winning events, and unique projects all aimed at helping the most vulnerable. We can see an immediate impact from our hard work and it can be so rewarding to see the positive feedback from the people we have helped.

Role overview:

To produce professionally written bid and proposal content, determine concepts, gather and format programmes information. Co-ordinating relevant information, interaction with a wide range of internal and external stakeholders and production of accurate and compelling content will be a key elements of the role.

Responsibilities

- Determine proposal concepts by identifying and clarifying opportunities and needs; studying requests for proposals and meeting with all stakeholders.
- Meet bid and proposal deadlines by establishing priorities and target dates for information gathering.
- Gather bid and proposal information by identifying sources of information; coordinating submissions.
- Identify and communicate risks associated with bids and proposals.
- Develop bids and proposals by assembling information including objectives/outcomes/deliverables, implementation, methods, timetable, staffing, budget, standards of performance, and evaluation; writing, revising, and editing drafts including executive summaries, conclusions, and organization credentials.
- Obtain approvals by reviewing proposals with key stakeholders.
- Evaluate and re-design processes, approach, coordination and implement change.

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PERSON SPECIFICATION

Essential Criteria

- A minimum of 12 months content writing experience within the Charity sector
- Evidence of excellent compelling writing skills
- Able to present information clearly and logically
- Well organised with high attention to detail
- Excellent interpersonal skills and the ability to communicate at all levels
- Proficient in the use of MS Office
- Ability to work independently and as part of a team
- Able to adapt quickly to changing deadlines and priorities
- Able to work under pressure and use initiative
- Ability to take instruction and implement tasks effectively

Desirable Criteria

- Experience of research
- Relevant academic qualification