

Job Title: Bid Writer

Reporting to: Procurement Manager

Accountabilities: To support the Procurement Services Department, Sales Team and Senior Management Team in the sourcing and completion of bid opportunities for both the company and clients.

To increase sales growth for the company from tender submissions and the delivery of bid writing consultancy to clients.

To aid in increasing income for the company via bid writing and associated activities, encompassing as a minimum seminar content creation and the subsequent delivery to colleagues and clients, and generating bid writing sales leads from client discussions.

Core Functions:

1. To help external clients understand the tender process, reinterpreting requirements, and gathering information from the client in order to create a draft tender bid working to tight deadlines
2. To review a client's draft bids with a view to making significant improvements in line with any communicated evaluation criteria or scoring methodology, and in turn, communicating these changes effectively to the client
3. To propose and develop bespoke training workshops on the subject of bid co-ordination, management and writing to deliver directly to a client's organisation and personnel
4. To support the Sales Department and the Senior Management Team in assisting with In-tend specific bid opportunities for its own products and services.
5. Any other duties and responsibilities as required

Knowledge, Skills and Experience:

1. Ability to communicate well in written and verbal forms with clients and develop leads
2. A foundation understanding of the public sector procurement process in order to understand bid requirements and the typical structure of tender exercises (with recent experience within public sector)
3. An ability to conceptualise and create content where required, for both the company and clients
4. To understand evaluation criteria and respond to tenders with aspects of this in mind, including weighting and scoring
5. Ability to work on own initiative or as part of a team, pro-actively sourcing own work where required
6. Experience of delivering bid writing
7. Willingness to deliver a range of training materials both in person and on-line
8. Willingness to undertake training and development for the role



Broader Job Function:

1. Pro-actively learn and understand In-tends' core functions and participate in continual training
2. Pro-actively learn the software to a proficient level and participate in continual training programmes
3. Provide appropriate and timely telephone and/or e-mail assistance/responses to inbound correspondence - to include internal and external customers/clients
4. Liaise with other departments for optimal resolution of customer queries
5. Identify enquiries which may lead to further training/product sales and pass to the relevant department for follow up
6. Share knowledge and work as part of a team to achieve the monthly performance indicators and sales targets as advised to you
7. Ensure all communications with customers are carried out in line with the written standards and procedures defined by the Company and in a professional business manner
8. Attend training to develop relevant knowledge, techniques and skills

Hours 8:30am – 5.00pm Monday to Friday

July 2026

