

## PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)



### Senior Bid Writer

**Department:** Fundraising

**Location:** Hybrid

**Band:** 6

**Status:** As per contract

**Hours:** As per contract

**Reporting to:** Director of Fundraising

FACTOR	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"><li>Track record of success in writing tender bids. Experience of using customer relationship management software and other systems and processes</li></ul>	<ul style="list-style-type: none"><li>Commercial sector experience</li><li>Experience in the mental health sector</li><li>Experience in the military veteran sector or a military veteran</li></ul>
<b>Skills &amp; Knowledge</b> Range and level of skills	<ul style="list-style-type: none"><li>Knowledge of NHS tendering and contracting processes</li><li>Understanding of the importance of governance and the issues involved</li><li>Experience of maintaining robust and effective governance arrangements</li><li>Ability to analyse and effectively present data and identify areas for improvement</li><li>Able to work with complex data and information</li><li>Ability to devise and present information in a range of formats</li><li>Ability to carry out cold calling effectively</li><li>Adaptable to meet changing environments and goals</li><li>Maintaining, reporting and keeping accurate records consistent with policies and procedures.</li><li>Ability to absorb new information quickly</li></ul>	<ul style="list-style-type: none"><li>Previous experience of working with ex-military personnel</li><li>Knowledge of the NHS, its infrastructure and partner health care organisations</li><li>Ability to translate clinical, managerial, and other data into useable information to improve decision-making</li></ul>

## PERSON SPECIFICATION

(Supporting the Policy on Equal Opportunities in Employment)

	<ul style="list-style-type: none"><li>• Able to analyse information and present conclusions clearly and concisely</li><li>• Competent with relevant IT software packages</li><li>• Excellent organisational and time management skills</li><li>• Ability to organise and prioritise own workload</li><li>• Ability to work under pressure and to deadlines</li><li>• Proactive and solution-oriented</li><li>• Excellent written and verbal communication skills</li></ul>	
<b>Personal Attributes</b> The personal qualities required e.g. exercising initiative, organising, problem solving	<ul style="list-style-type: none"><li>• Delivery-focused, self-motivated and proactive approach to problem solving</li><li>• Able to work autonomously and as part of a team</li><li>• Actively seeks out and supports collaborative thinking and problem solving with others</li><li>• Flexible and adaptable to change, and high level of personal resilience</li><li>• Motivator and engager of others</li><li>• A strong team player who works collaboratively with colleagues and clients in order to achieve goals</li></ul>	
<b>Other Requirements</b>	Standard DBS disclosure	