



ROLE PROFILE

JOB TITLE:	BID LEAD
LOCATION:	Based at HEAD OFFICE, GLASGOW (Requirement to travel to various locations)
CONTRACT TYPE:	PERMANENT
REPORTING TO:	ENGAGEMENT & GROWTH MANAGER
HOURS PER WEEK:	35

PURPOSE OF THE JOB

Working alongside the Engagement & Growth Manager, the Bid Lead will deliver Blue Triangle's new Development Strategy as we evolve and change our service models in alignment to the needs of people, communities, and commissioners.

The Bid Lead will be responsible for writing and reviewing bids within deadlines for new and existing services within Blue Triangle. The role requires excellent attention to detail and time management skills, with effective communication essential.

The Bid Lead will monitor and respond to tenders and grants, assist with managing Blue Triangle's bid library and build case studies. The role will also be responsible for building tenders and managing tender teams, working alongside our Service Managers and Service Delivery team.

MAIN DUTIES AND RESPONSIBILITIES

1. Work alongside the Engagement & Growth Manager to scope new opportunity and initiation including market analysis, commissioning evaluation and engagement, competitor analysis, business case development.

2. Lead on the bid and tender lifecycle management. Initiating tender teams, mapping bid resources to tender timelines, developing proposals and bids with local teams. Compiling 'bid factory' key resources and case studies.
3. Work alongside the Engagement & Growth Manager during the bid procedure, ensuring necessary checks, measure and risk mitigations are in place for assessing.
4. Participate in Fundraising and Participation committee, designing solution led proposals for external grant/donation requests.
5. Support new business implementation, transferring tender to project implementation.
6. Work alongside the development and delivery teams to ensure effectively administration and recording of contracts, participating in annual reviews, working with finance to secure inflationary reviews are closed in a timely manner and contract particulars are assessed regularly and risks/requirements are monitored.
7. Develop stakeholder relationships with external partners and agencies.
8. Attend external meetings, events, forums and working groups, representing Blue Triangle and increasing our brand awareness.
9. Collaborative working with the Communications Coordinator, ensuring that bids, bespoke proposals and bid library documents follow brand guidelines and key messaging.
10. Ensuring our core values are upheld at all times.
11. Undertake other tasks and duties as agreed from time to time with the Engagement & Growth Manager.

PERSON SPECIFICATION DETAILS

1. You have excellent literacy skills, a keen eye for detail, can bring a story to life and translate information from various formats into tenders, bids, project documentation and reports.
2. You thrive in a diverse role, where no day will be the same, and can manage multiple projects and bids simultaneously, juggling conflicting priorities.
3. A natural and confident communicator and facilitator, you engage your project teams with a balance of credibility and charisma.

4. With strong project management skills, you're able to take a concept and develop a project delivery plan, identifying key milestones and see projects through to business as usual with experience of risk mitigation and troubleshooting issues as they arise.
5. Through a positive and proactive attitude, you build internal relationships for the greater good of your project and Blue Triangle's services.
6. You are a commercially minded individual with the acumen to develop sustainable solutions and services, who knows what good looks and is driven by a strong desire to exceed expectations.
7. A great team player: you want to be part of a team that works hard, supports each other and above all has fun along the way.
8. You are comfortable operating in an environment where ready-made processes don't always exist – you can navigate ambiguity and ensure you spot and respond to opportunities for improvement.
9. You are degree qualified (or relevant work experience) with a high learning ability and an interest in continuous professional development.

TERMS AND CONDITIONS SUMMARY FOR CANDIDATES

The following terms and conditions of employment are available with this post and are set out here for your information only. Terms and conditions may vary according to circumstances and this summary does not form part of any subsequent employment contract.

Probationary period	6 months
Annual leave	30 days' annual leave plus 10 public holidays per annum (pro rata for part time staff and those working less than a year)
Pension	Contributory pension scheme. Blue Triangle contributes 3% of gross basic salary and the staff member contributes 5%.
Life assurance	3 times basic annual salary payable on death in service.

Sick pay

Nil pay (other than statutory) for the first 3 months. It then increases to 5 weeks' full pay and 5 weeks' half pay between 3 months' and 1 years' service; 10 weeks' full pay and 10 weeks' half pay between 1 and 3 years' service; and 26 weeks' full pay for more than 3 years' service.

Employee assistance

Free access to a counselling helpline, as well as face-to-face/online counselling or cognitive behavioural therapy sessions.