



Job Description and Person Specification 2023-2024

Role: Contract Bid Writer

Hours: Part time

Location: Head Office Crawley, West Sussex or Home Based

Salary: £28,000 pro rata with commission structure

Building Heroes is a Queens award-winning charity based in West Sussex operating nationally to provide military service leavers, veterans and family members with construction skills training and employment support across England and Wales.

The charity receives more than 1900 applications a year from military personnel providing construction skills to service leavers and military family leading to successful employment opportunities.

The charity is approaching their tenth year and in a period of growth. To support expansion the charity is looking for someone who shares the charity values, honesty, integrity, collaboration, respect, and a self-motivated individual with an excellent track record of successful long term contract funding.

Main Purpose:

Are you a Contract bid writer who wants a role where they can make their mark and develop? This position is an exciting opportunity to develop income streams from a range of contracts from Government, Military of Defence, Construction Industry, and other similar streams of funding. You will identify strategic funding opportunities and develop relationships that make them possible.

The post holder will be expected to meet and where possible exceed income target contract funding of at least £400k per year through development of strong relationships that generate significant income to support the work the charity provides. They will focus on writing successful applications to secure funding and resources which will support the charity to enhance and deliver outcomes and career opportunities for the beneficiaries.

Person Profile:

- You will be passionate about the cause, with the ability to write strong bid and funding applications and the ability to create emotionally compelling stories when presenting or meeting stakeholders
- The individual will be driven, flexible and hard-working and a trusted employee of the charity.
- The position requires a pro-active, enthusiastic, and personable individual with the ability to identify opportunities with confidence to start conversations with prospects that result in financial and in-kind support.
- Experienced in writing and editing content.
- Highly organised, able to contribute to multiple bids.
- Experienced and meticulous and have an eye for detail with exemplar administrative skills.
- Able to coordinate multiple inputs into the content library.
- A good communicator, able to work with different levels of people across the charity.



Key Tasks and Accountabilities of the Contract Bid Writer:

- Will work to develop, manage, and grow a funding portfolio.
- Regularly search for funding opportunities across government, industry, council and such like funding portals presenting a range of opportunities to meet charity needs
- Independently writing all qualitative aspects of bids and proposals
- Create and manage library of answer material and manage regular updates
- Our ideal candidate will have a proven track record in writing successful contractual bid applications with the management and auditing that supports such.
- Management of submission to meet deadlines via electronic or hard copy submission methods
- They will play a key role in supporting to increase and deliver on programme contract funding portfolio and managing multiple public sector funding contracts in the charity sector.
- Work with colleagues to raise the charity profile and engagement with the military and construction sector, to inform, influence and collaborate on key areas of importance for Building Heroes in line with the charity strategic plan and maximising the linkages between each centres meet the charity priorities.
- Will work closely with our management team to develop opportunities and increase the level of new bids and commercial contracts.
- Will ensure delivery on contract funding targets and contract funding requirements, furthering engagement with the sector for regional and national opportunities.
- Will work across operations, finance and fundraising to maximise income, ensure compliance and raise awareness of performance.
- Maximise drawdown and producing accurate claims for approval.
- Reporting including forecasting, contract management reports, issue regular funder reports, analyse returns and approve payments.
- Ensure all projects comply with conditions set by the funder.
- Undertaking other ad-hoc responsibilities that may arise in order to achieve the delivery of the contract funding criteria

Targets reviewed annually to meet strategic direction

- Minimum of £400k per annum
- Securing a range of long term contract
- 5% commission provided on each successful contract

Essential Skills:

- Strong contractual knowledge
- Ability to keep abreast of developments within the charity, government, industry and authorities to seek appropriate funding channels.
- Proactively research and assess bid funding opportunities for suitability.
- Ability to work on own initiative.
- Experience in writing and submitting funding bids and evidence of success.
- Ability to generate revenue.
- Understanding of education and government funding streams



- Ability to meet deadlines and an ability to work across several projects at a time.
- Strong analytical skills with the ability to negotiate business terms.
- Create and manage database of funding activities, identifying potential funding opportunities, work in progress and results of applications.
- Good interpersonal skills to work closely with all team members.
- Strong commercial awareness
- Minimum of 2 years relevant experience and track record of success in securing long term contract funding
- Strong organisation and project management skills
- Problem solving aptitude.
- English and Maths grades 4 and above
- Management/Professional qualification
- Be willing to undertake training and support continuing professional development.
- Provide support to other team members when required.
- Knowledge of Microsoft products (Teams, Outlook, Word, Excel, PowerPoint and SharePoint)

Reporting to
Chief Executive

July 2023