



Bid Writer

Intro:

We have a vacancy for a talented and passionate bid writer, to work in both an in-house and client facing capacity, supporting Augmentas during an exciting time of expansion. We have office space in London and many of our clients are London centric. We are a commercial consultancy with a focus on integrity and sustainability. You can expect to work with an awesome team, receive amazing support, excellent salary, benefits, and commission structure. No KPIs, no micro-management, home based role.

The role:

Produce professionally written proposal and pitch content that superbly articulates the organisation's value proposition and win themes. This is a highly nuanced role that requires a forensic attention to detail, the ability to work under pressure and demanding deadlines. The bid writer will play a leading role in ensuring the effective co-ordination and timely completion of tenders.

Key Responsibilities:

- Write, Re-write and edit proposal responses – these may be from scratch or from a variety of stakeholders, typically involving contributions from sales, marketing, product teams, finance, commercial, legal and delivery.
- Ensure win themes are articulated in such a way to meet / exceed the customer's requirements.
- Deliver completed written proposal responses to the Delivery Manager against agreed deadlines, escalating issues as required.
- Lead storyboard sessions with bid / proposal team members.
- Undertake market research for the kick-off and solution meetings.
- Proactively develop and manage a network of subject matter experts.
- Assist the Bid / Delivery Manager in developing a proposal structure.
- Identify and re-work existing pre-written content where relevant.
- Ability to coach sales and solution / SME teams in writing best practice.
- Present and tag all new proposal content to the knowledgebase manager for potential re-use.
- Knowledge of proposal automation software would be desirable.
- Communicate and influence at a senior level.
- Excellent time management / prioritisation skills.
- Forensic attention to detail and meticulous proof-reading skills.

Experience:

- Proven skills in writing and editing proposal content within a complex business environment.

- A portfolio of bid wins should be in evidence.
- Experienced in leading storyboarding sessions, participating in key review meetings / final document review, content sign-off, and document production.
- Excellent written English language skills are essential for this role.
- Experience of coordinating / managing and updating a knowledgebase system or bid library is also desirable.
- English degree or equivalent is desirable.
- Membership of APMP is expected.