

Position: **Bid Writer**

Reporting to: Sales and Marketing Director, Agrivert Limited

Location: The position will be based in Radford, Oxfordshire

The Company

Agrivert specialise in the Organic Recycling and Renewable Energy sector. Over the last 15 years we have established a reputation providing solutions that bring innovation and competitive advantage to our customers. Underpinning Agrivert’s success is an energetic and entrepreneurial team focused on providing quality solutions that lead the industry sector.

The company values are:

- **Quality**
- **Innovation**
- **Loyalty**
- **Entrepreneurialism.**

Brief description of your role (what you need to do)

Operational sites must be underpinned by organic waste contracts to attract the required funding. Agrivert currently formulate packaged solutions which encompass: funding, site provision, securing planning permissions, provision of technology and the operations. Your role as Bid Writer will be to assimilate essential component parts of this bidding platform and incorporate them into compelling bid submissions with appropriate regard for safety, health, quality and the environment.

Time allocation

Bid Writing	Meetings and Exhibitions	Creative writing and proof reading
70%	15%	15%

Major responsibilities

Bid Production

- Assessing tenders against critical success factors
- Compiling and updating the bid library
- Gathering and coordinating bid information from marketing, financial modeling, planning, compliance and engineering teams
- Bid writing and proof reading
- Coordinating responses to clarify questions
- Assessing affordability and formulating a bid strategy.

Supporting activities

- Assisting in client presentations, PR and marketing exhibitions, helping to drive enquiries and sales
- Production of sales literature
- Proof reading of press releases and web information.

Personal Objectives will be set on how and what you do, will add extra value to the company

Agrivert is dependant on continually meeting and exceeding customer expectations whilst maintaining costs. We need you to continually improve and proactively contribute to this aim. Your role must increase the efficiency of running multi bid submissions resulting in both more bids being submitted and a higher conversion rate.

The Sales and Marketing Director will agree key objectives with you annually which will add value to your role and will be directly aligned to additional reward.

Competences needed for this role:

Skills and qualifications	Experience and knowledge	Competency Behaviours
<ul style="list-style-type: none"> ➤ Excellent writing skills ➤ Creativity ➤ Attention to detail ➤ Commercial acumen ➤ Negotiation ➤ Work planning ➤ Excellent Microsoft Word and Project skills ➤ Influencing ➤ Effective communicator. 	<ul style="list-style-type: none"> ➤ Bid writing within a pressurised environment ➤ Experience working within the OJEU system ➤ Working with diverse team to consolidate bid information ➤ Knowledge of waste and/or renewable energy sector. 	<ul style="list-style-type: none"> ➤ Takes initiative ➤ Hungry for success ➤ Thorough ➤ Attention to detail/accurate ➤ Realistic ➤ Enthusiastic ➤ Steady under pressure ➤ Team player.

What does success look like?

- To have contributed to creating a pipeline of bids that will deliver the contracts specified in the Company business plan. It is anticipated that this will involve submitting at least 1-2 bids monthly
- To develop the bidding library to improve efficiency over a period of time
- To evaluate potential bids coming onto the pipe line to ensure only tenders with a reasonable chance of winning are to brought to their conclusion
- 1:3 bids taken to the final stage are successful
- The Sales and Marketing Director is released to have more face to face contact with customers.

How we will assess your performance - Key performance measures

- **Skills & functional capability:**
 - Timely bid submissions
 - Conversion rate of 1:3 bids submitted
- **Adherence to Systems & Procedures:** Integration with the Business Management System
- **Managing yourself & working with others:** How well you manage your time and assist others and the development and maintenance of key internal and external relationships
- **Add value by continuous improvement:** Have you met your Personal Objectives?
- **Company Values:** Do you uphold, promote and exceed Company Values?