

Bid Writer

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Company: Real Staffing

Location: London Area

Category: other-general

Bid Writer Sector : Public Sector – Central Government. Working Hours: 40 Location: London Job Level: Mid-Senior Company Overview: Real Staffing, a global leader in recruitment, services, and consulting. We are committed to driving growth and success within the Public Sector, and we're looking for a talented Bid Writer to help us achieve our goals. At Real Staffing, you'll have the opportunity to collaborate with industry experts, leverage cutting-edge technologies, and make a meaningful impact in the UK Public Sector. Main Purpose of the Role: We are looking for a skilled bid writer with proven experience across central government frameworks to work alongside our Real Staffing-Central Government team. You will work closely with the Customer Success Function and Public Sector Director to drive revenue growth within the Public Sector business. Your primary responsibilities will include identifying, coordinating, writing, and submitting bids and applications, as well as collaborating with sales, customer function, and core functions to enhance Real Staffing's bid capability. Role Requirements: In this role, you will: Facilitate the end-to-end bid and framework application process for opportunities as agreed by leadership. Administer company memberships and profiles for relevant procurement and frameworks portals. Manage coordination of bid alerts and tender searches. Identify suitable bids, tenders, and framework opportunities and prepare all information required to support a Go/No Go decision for sales opportunities. Write clear, concise, and persuasive content for bid responses, ensuring alignment with Real Staffing Value Proposition, customer objectives, and evaluation criteria. Facilitate the completion of all agreed applications, including supporting materials such as supplementary bid documentation and supplier

questionnaires. Expertly communicate Real Staffing Public Sector and Project Services' value proposition, products, services, and case studies. Manage multiple bids simultaneously, adhering to deadlines and ensuring the quality and accuracy of bid submissions. Maintain a comprehensive bid library of reusable content, templates, declaration questions, and responses for future bids. Review existing written material, edit, and make amendments to improve the overall quality of bids. Comply with business redlines and commercial parameters.

Strategy & Insight: Additionally, you will: Provide expert knowledge of bid best practice within UK Public Sector. Offer insight into the target sector, including trends, challenges, buyer behaviours, relevant frameworks, spend data, and upcoming opportunities. Leverage market intelligence to support the public sector leadership team in building business development strategies. Produce regular reporting on bids in progress, bids lost and reasons for loss, upcoming tenders and opportunities, frameworks, sector trends, and competitor analysis.

Stakeholder Management: You will collaborate with leadership and sales teams to deliver against agreed customer strategy, gather information and insights necessary for bid responses, and build key relationships with various internal stakeholders.

Person Specification:

Experience: Proven execution of bid writing and ownership of the end-to-end bid process. Prior experience working with the UK Public Sector – Central Government Specific Understanding of Public Sector procurement and frameworks. Experience in the recruitment, services, or consulting industry.

Skills & Knowledge: Excellent communication and presentation skills, both verbal and written. Strong organizational skills, with the ability to manage time effectively and prioritize tasks. Analytical mindset with the confidence to draw conclusions and make recommendations.

Key Competencies: Insight & Analysis Listening & Communication Influencing & Negotiation Customer Focus

If you are a motivated and skilled professional with a passion for driving growth in the UK Public Sector, we want to hear from you. Join us at Real Staffing and be part of a team that is shaping the future of recruitment and services. Apply now to make a difference!

Application Process: To apply for the role of Bid Writer at Real Staffing, please submit your CV and a cover letter outlining your relevant experience and why you are the ideal candidate for this position. We look forward to receiving your application. Real Staffing is an equal opportunities employer and is committed to promoting diversity and inclusion in the workplace.

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