

## Job Description

<b>Role Title</b>	<b>Senior Bid Development Manager</b>
<b>Job Family &amp; Category</b>	<b>Senior BDM</b>
<b>Team</b>	<b>Business Development</b>
<b>Line Manager</b>	<b>Group Head of Business Development</b>
<b>New/ Existing Role</b>	Existing
<b>Perm/ Fixed Term</b>	Permanent
<b>Job Purpose</b>	<p>This role is responsible for developing high quality bid submissions, leading a small, specialised bid team. Working closely with the group head of business development and in-house subject matter experts.</p> <p>Identifying and developing the public and private sector bids, as well as developing strategic relationships with potential partners.</p>
<b>Resource and Management Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ <b>Budget/ Equipment Responsibilities</b></li> <li>▪ <b>People Responsibilities</b></li> <li>▪ <b>Contractor Responsibilities</b></li> </ul>
<b>Key responsibilities</b>	<p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>▪ Develop and manage tendering pipeline and new business strategy for public and private sector clients based on Energy Saving Trust’s mission, corporate strategy.</li> <li>▪ Maintain excellent knowledge of developments in the low carbon sector actively contributing to business development strategy.</li> </ul> <p><b>Bid development</b></p> <ul style="list-style-type: none"> <li>▪ Manage and oversee end-to-end process for bid development.</li> <li>▪ Identify, engage, and lead consortium partners in bid development process.</li> <li>▪ Mobilise and lead bid development teams, including internal stakeholders and external partners.</li> <li>▪ Produce high quality successful bid responses.</li> <li>▪ Develop pricing models for bids in line with pricing strategy.</li> <li>▪ Deliver supplier presentations as may be required as part of bidding</li> </ul>

	<p>process.</p> <ul style="list-style-type: none"> <li>▪ Deliver against annual new business targets.</li> <li>▪ Oversee processes for bid development and compliance.</li> </ul> <p><b>Relationships</b></p> <ul style="list-style-type: none"> <li>▪ Establish and maintain good relationships with potential partners to form consortiums for bidding opportunities.</li> <li>▪ Build effective and collaborative relationships across Energy Saving Trust.</li> </ul> <p><b>Team management</b></p> <ul style="list-style-type: none"> <li>▪ Create and lead high performing, inclusive bid development team whilst role modelling Energy Saving Trust values and behaviours.</li> </ul>
<p><b>Knowledge, skills, and qualifications required</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ Track record in a similar role, with experience in developing successful bids and proposals.</li> <li>▪ Understanding of energy sector, particularly around energy transition, climate emergency and net zero.</li> <li>▪ Ability to efficiently learn, extract and organise information from subject matter experts to inform bid content.</li> <li>▪ Excellent organisational skills.</li> <li>▪ Excellent bid writing skills.</li> <li>▪ Excellent verbal, and written communication skills.</li> <li>▪ Strong commercial acumen.</li> <li>▪ Ability to prioritise own workload and lead delivery within exacting deadlines and co-ordinate a number of projects and tasks in parallel.</li> <li>▪ Strong interpersonal skills and good presentation skills.</li> <li>▪ Self-reliant and self-motivated.</li> <li>▪ Ability to build rapport with internal and external stakeholders.</li> <li>▪ Ability to act with integrity and to display professional standards at all times.</li> <li>▪ A willingness to learn about, engage with and support our efforts to become a more diverse, inclusive, and equitable organisation.</li> <li>▪ Computer literacy in MS applications.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>▪ Team management skills and experience.</li> <li>▪ Knowledge of energy policy landscape.</li> <li>▪ Working knowledge of salesforce or similar system.</li> </ul>