

## Current Vacancy

# Bid Manager

### Job location

Home based – Midlands/North ideally

### Salary

£35,000 – 42,000 per annum

### Job type

Permanent, full time

## About Liaison

Liaison saves the public sector real money in the key areas of finance and workforce effectiveness. We're passionate about what we do because we help lots of organisations to improve the way they spend their money – notably the NHS. Founded 30 years ago, we've come a long way since then. Today the company boasts a workforce of more than 250 people with a headquarters located in the historic city of Worcester, a technical team in Derby, along with many remote workers across the length and breadth of the UK.

## The team

You will form part of a remote Bid team who plan and execute each bid for our NHS clients. They are based between Yorkshire and Birmingham, therefore someone in this area would be preferable, but not essential. You must be prepared to travel to meet the team or other stakeholders on occasion.

As with all Liaison positions the Bid team demonstrates our core values: Care, Honesty, Inspire and Guide. We are therefore looking for someone who will complement our current team whilst demonstrating these values.

## Main responsibilities

The Bid Manager will be allocated multiple tender opportunities and be responsible for assembling a bid team with the relevant service / product / business knowledge required to prepare a winning bid, whilst taking ownership of the end-to-end bid process. The Bid Manager is typically responsible for managing an opportunity from qualification through to contract award and summary meeting.

## Experience/qualifications needed

Proven capability in delivering winning, multi-million pound product or complex services opportunities. Your eye for detail and strong project management and planning skills will be essential. Additionally, you will be keen to build upon your commercial awareness and sector knowledge. Any experience of working within the NHS sector will be advantageous and experience in other public-sector organisations.

The ideal Bid Manager should be highly motivated, innovative, customer focused and have a 'can do' attitude. They should be an experienced manager, able to motivate and inspire others; able to obtain a high level of work from the team to ensure all deadlines are met efficiently and that the bid is of the highest quality possible.

Excellent communication skills are a must, both verbal and written – the importance of being able to converse and liaise with all bid contributors is key and being able to 'speak their language' is vital to get the most from everyone, ensuring the bid is as good as it possibly can be.

Essential experience:

- Demonstrable tender experience
- Experience of framework organisations and agreements
- Experience of online website portals
- Proven bid team involvement
- Ability to demonstrate effective bid writing skills
- Experience of executive summaries
- Excellent communicator, internally and externally
- Works well under pressure and meets agreed deadlines
- A high attention to detail
- Ability to prioritise workload
- Highly motivated and able to self-motivate within a team
- Proficiency in Microsoft Word, Microsoft Power Point and Excel

Desirable:

- Knowledge of the NHS

### Benefits of working for Liaison

Liaison believes that working life should be a happy and healthy one.

We offer all staff a wide variety of company benefits as well as the opportunity to get involved in a range of company organised events; from regular physical challenges all the way to bi-annual staff away days and social events - plus others too.

Our wide range of staff benefits aim to have an impact on both home and working life for all staff, while at Liaison.

We offer:

- 23 days holiday initially, which increases yearly upto 28 days
- Private Healthcare for you and friends and family
- Childcare vouchers
- Company days/social events
- Pension
- Life Assurance 4 x salary

If interested in working for Liaison please apply today.

If you would like to be part of Liaison, please send your CV and a covering letter to

**[jobs@liaisonfs.com](mailto:jobs@liaisonfs.com)**

where your application will be reviewed within 7 days