**Job Description**

**Main Purpose of Job:**

To be responsible for creating persuasive winning proposals that help ESSL win contracts across the private and public sector. You will ensure that the proposals you develop are compelling, well-structured, and aligned with both the client’s needs and the company’s strategy.

To manage bid process from start to finish, collaborating with internal teams, problem solving and using technical expertise to drive commercial business.

To be part of our new commercial department committed to driving commercial growth and fantastic customer service to both our new and existing clients.

**Key Responsibilities:**

1. To craft compelling responses to tender requests, ensuring that the content clearly communicates ESSL`s strengths and meets the future client’s requirements.
2. To manage proposal timelines, ensuring timely completion and to co-ordinate with subject matter experts across all our departments to ensure proposal content is accurate and engaging.
3. To ensure the right questions are asked of the service owners so that the company understands the technical demands of the tender and that we are able to deliver profitably the needs of the potential client.
4. To conduct thorough research and analysis to understand the client’s needs, industry trends, local competitors and thus tailoring the proposal to resonate with the customer.
5. To produce high-quality written content, including executive summaries, case studies and detailed responses to specific questions, whilst ensuring compliance with the tendering authorities specification.
6. To oversee the bid budget, and through cross dept collaboration including finance, service owners ensure that the proposals are financially viable and competitive. This includes tracking costs and managing resources effectively.
7. To, if necessary, assist in presenting proposals to clients, handle queries, and maintain strong relationships with the clients and stakeholders throughout the bidding process.
8. To analyse unsuccessful bids to identify areas for improvement and implement strategies for future submissions. This includes gathering feedback and lessons learned to enhance the bidding process.
9. To be the subject matter expert for ESSL on the Bid process, ensuring you work collaboratively across the company building the company’s knowledge and skill base enabling the service area owners to be informed on how to win tenders in the future.
10. To promote and adhere to the Company’s values and behaviours.
11. Any other duties reasonably compatible with those listed above.

**Line Manager: Assistant Director - Commercial**

Note: This is a description of the job as it is constituted at (August 2025) but, as the organisation develops, it may be necessary to vary the duties and responsibilities from time to time. It is the practice of the Company to periodically review Job Descriptions to ensure that they relate to the job as being performed or to incorporate whatever changes may be necessary. It is the Company’s aim to reach agreement to such reasonable changes with the postholder but if agreement is not possible the Company reserves the right to insist on changes to the Job Description after consultation with the postholder.

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Knowledge and Experience** | * 2-3 years demonstrable work experience writing Bids within a comparable public or private company.
* A working knowledge of public procurement, processes and tender portals.
* Understanding of services delivered by the Company and the District Council.
 | * Specific industry experience in writing bids for local authorities, Facilities Management, Grounds maintenance or Waste Management sectors.
 |
| **Skills and Abilities:** | * Proven strong writing skills, enabling them to engage the reader with clear concise benefit-led persuasive style of writing.
* Strong editorial skills allowing you to restructure complex technical content to be quicky understood by the reader.
* To have high confidence in using bid portals and digital submission systems.
* To apply appropriate and effective communication techniques when dealing with stakeholders across the business, and to be able to work collaboratively to the successful conclusion of the project.
* To have the ability to manage tight timelines especially when dealing with late clarifications from the proposer or seeking inputs from stakeholders.
* Ability to work on own initiative and from varied locations.
* High level of attention to detail.
* To be highly proficient in IT and the use of such systems like MS Office and presentation systems.
 |  |
| **Education and Training** | * 4 GCSEs (Grade C/4 or above) or equivalent which include English Language and Mathematics
* Level 4 qualified in a relevant field, or equivalent experience.
 | * Bid writing qualification
 |
| **Other Requirements** | * Ability to travel between office locations (Ufford and Lowestoft).
* Necessary to work within data protection and confidentiality requirements.
* A Commitment to the Corporate Customer Service Standards.
* Commitment to own development and to supporting training and development initiatives.
 |  |