

The Proposal Writer will produce professionally written proposal content that clearly articulates the organisations value proposition. This is a networked role that requires an ability to work under pressure and to demanding deadlines.

Experience

Proven skills in producing and editing proposal content within a complex business environment. The proposal writer will be experienced in leading storyboarding sessions, participating in key review meetings / final document review, content sign off, and document production. Experience of coordinating and updating a knowledgebase system is essential.

Core Responsibilities

- Lead storyboard sessions with bid / proposal team members.
- Proactively develop and manage a network of subject matter experts.
- Assist the bid / proposal manager in developing a proposal structure.
- Identify and re-work existing pre-written content where relevant.
- Deliver completed written proposal responses to the proposal manager against agreed RFP deadlines, escalating issues as required.
- Re-write / edit proposal responses from a variety of stakeholders, typically involving contributions from sales, marketing, product teams, finance, commercial, legal and delivery.
- Ability to coach sales teams in writing best practice.
- Present all new proposal content to the knowledgebase manager for potential re-use.
- Proposal automation software (or similar) experience.
- Communicate and influence at a senior level.
- Strong time management / prioritisation skills.
- Strong written English language skills.

Reporting Line

The proposal writer will be part of a larger team that has defined roles and responsibilities. The role will report into the Bid Manager or Bid Director (as appropriate).

Qualifications

Degree educated (ideally English Literature) or journalistic / professional writing background and ideally accredited or working towards to APMP Foundation / Practitioner Level.

Advanced MS Word skills & proficient in MS Office.