

Job Title: Bid Writer
Location: Preston, UK/Flexible
Salary: £30-40k, DOE
Entitlement: 25 days holiday, plus Bank Holidays

ABOUT INSPIRED ENERGY PLC:

Established in 2000, Inspired Energy PLC has become one of the largest energy consultants in the UK. We have grown and developed our group of companies to provide a range of essential energy advisory, procurement and management solutions to the industrial, public and commercial sectors.

ROLE: BID WRITER

As a growing and ambitious business, we are seeking additional resources and skills within our Marketing team. Within our Corporate Division, we are looking for a Bid Writer to support the pursuit of new business and support client renewal activity through formal tender opportunities (RFI, PQQ, RFP, RFQ, ITT).

The Bid Writer will have proven skills in producing and editing proposal content within a business-to-business environment. The Bid Writer will be experienced in writing and managing the bid response, participating in key review meetings / final document review, content sign off and document production. Experience of coordinating and updating a knowledgebase system is beneficial.

Responsibilities include the implementation of all necessary bid procedures, governance and processes. This is a highly networked role that requires an ability to work under pressure and to challenging deadlines.

RESPONSIBILITIES:

- Lead sessions with bid team (made up of sales and operational personnel) members to create and manage the bid structure, content and final response
- Proactively develop and manage a network of subject matter experts
- Identify and re-work existing pre-written content where relevant
- Deliver completed written responses against agreed deadlines, escalating issues as required
- Re-write / edit proposal responses from a variety of stakeholders, typically involving contributions from sales, marketing, technical / product teams, finance, legal and operational
- Present all new bid content to the knowledgebase manager for potential re-use

- Update internal CRM systems

WHAT WE'RE LOOKING FOR:

- Minimum 3 years bid writing/management experience
- Experience in working on service-based bids, ideally within utilities/energy sector
- Communicate and influence at a senior level
- Strong time management / prioritisation skills
- Excellent attention to detail.
- Excellent standard of spoken and written English
- Strategic thinker who can understand complex issues and come up with solutions

WHY WORK FOR US?

At Inspired Energy, we're creating the environment and the opportunities for a challenging and rewarding career. In return, you'll enjoy a supportive, friendly working environment with benefits including:

- Training and development opportunities
- Company pension
- Childcare voucher scheme
- Numerous Social and Charity events throughout the calendar year
- Endless incentives – from gift vouchers to early finishes
- Performance related bonus
- Flexi-time to use on-site gym
- On-site bistro
- Free, on-site parking
- Social games area
- Unlimited tea and coffee
- 4pm finish on Friday

To apply, please send your CV and a brief covering letter to careers@inspiredenergy.co.uk