



## **Bid Manager**

Starting salary - Up to £45K with potential to earn up to 20% discretionary bonus

Home based with national travel where required

Led by employers, Semta's job is to transform the skills and productivity of the people who power our engineering and advanced manufacturing technologies sectors, enabling UK industry to compete on the global stage. We bring together employers and education to focus action on skills.

Reporting to the National Commercial Manager this role will be responsible for proactively identifying, driving and securing new partnership and bid opportunities for the Semta Group to increase business opportunities and income growth.

A highly networked role that requires an ability to work under pressure and to meet challenging deadlines.

### **Purpose of the Role**

<b>Essential</b>	<b>Desirable</b>
<p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Strong commercial understanding and acuity, with the ability to identify and deliver profitability; identify and seize opportunities for business benefit</li> <li>• Excellent communication skills, both verbal and written, with experience of compiling and delivering presentations to a wide audience and delivering successful tenders/proposals</li> <li>• Experience of working in and leading a bidding environment with proven evidence of writing, winning and implementation of funding opportunities</li> <li>• Demonstrable evidence of generating and delivering demand led initiatives with a successful outcome.</li> <li>• Excellent stakeholder relationship skills; adept at influencing, challenging and negotiating to gain the confidence of partner organisations and senior stakeholders, across organisational boundaries</li> <li>• Ability to think strategically working at senior level to inform business strategy and develop tactical delivery plans</li> <li>• Able to rapidly build and establish trusted networks to unblock challenges and, where necessary, resistance with strong problem solving capabilities</li> <li>• Knowledge of financial systems and P&amp;L, including the monitoring of budgets, reporting and implementing/monitoring of key deliverables.</li> </ul> <p><b>Skills (relevant professional qualifications/practical skills):</b></p> <p><b>Technical/role specific:</b></p> <ul style="list-style-type: none"> <li>• Degree level or equivalent</li> <li>• Bid Management</li> <li>• Leadership/management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge, understanding and experience of the skills infrastructure, government structures and initiatives in Education and employment</li> <li>• Demonstrable evidence of generating and delivering new opportunities to meet customer/sector needs.</li> <li>• Experience of vocational education sector</li> </ul>

For further details and an Application form please contact Emily Williams on email [HR@Semta.org.uk](mailto:HR@Semta.org.uk), or by post at Human Resources, Unit 2 The Orient Centre, Greycaine Road, Watford, Hertfordshire, WD24 7GP.

Closing date for applications will be 17<sup>th</sup> May 2018

***Semta is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***