

Tender Development Specialist



The purpose of this position

The **purpose** of the position is to support the delivery of high-quality responses to government and philanthropic tender and grant opportunities, by identifying and assessing business growth opportunities aligned with the Strategic Plan and coordinating and writing tender responses from end to end, to deliver revenue growth in line with the Growth Strategy.

About the position

- This position is within Head Office. It is part of the Impact & Engagement Team.
- This position **reports to** the Business Development and Partnerships Manager.
- Reporting line may vary depending on location and service size
- This position does not have any direct reports This position may have direct reports, positions vary
- This position has the following direct reports:
- The position is designated Band 7 under the ***Schedule of Authorities and Delegations***.
- The position is a: Budget holder Has designated revenue or billing targets.
- This position is an Aboriginal & Torres Strait Islander identified position
- This position may require a working with children related clearance
- The position is a Team Specialist level of the Capability Framework.

Key areas of responsibility

- Coordinate an opportunity pipeline of tenders and grants, in collaboration with the Business Development and Partnership Manager, including assessment of opportunities and providing recommendations to the organisation on appropriate opportunities in line with The Benevolent Society's Strategic Growth Plan
 - Source relevant data and coordinate information gathering across all relevant corporate and operational portfolios to support in-depth response development.
 - Research, write, review, edit, finalise and submit high-quality tender and grant response documents.
 - Support the development of bid strategies and response documents that are responsive to funder requirements, market conditions, and organisational strategy and capabilities,
 - Work collaboratively with identified finance and business leads to support the development of financial modelling and identify financial and commercial risks.
 - Maintain records of tender and grant submissions, collate feedback and continuously improve the quality of responses through feedback from funders, the business and other parties.
 - Lead and participate growth projects including a variety of tasks such as, research, service model development, data analysis, project management, market scans and competitor analysis.
 - Develop a deep understanding of The Benevolent Society's services, operating environment, stakeholders and partners by proactively engaging with stakeholders both inside and outside Benevolent to inform growth opportunities and tender and grant submissions.
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- Capability Framework

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Tender Development Specialist



The Capability Framework defines the essential knowledge, skills, behaviours and attributes individuals need to success in their roles. It provides the organisation with a shared language and clear expectations across all levels of the organisation. The Capability Framework can be accessed [here](#) internal document only.

Key outcomes

When things are going well, we would expect to see these outcomes:

- Tender and grant submissions are submitted on time and to a high quality standard
- Target win rate is met through the accurate assessment of growth opportunities and the completion of high-quality submissions with appropriate input from stakeholders
- Target revenue growth through tender and grant submissions is achieved through the identification of opportunities and submission of high-quality bids
- The Business Development team collaborates effectively with operations, finance and commercial teams to submit tenders and grants that are operationally, financially and commercially sound

Key Capabilities

- 4+ years in writing of tenders, grants or equivalent experience in professional writing
- Understanding of the community services sector and funding arrangements
- Awareness of government and other funder tender processes and decision- making criteria and approaches and the ability to apply this to develop responsive bid strategies and high quality tender submissions
- Excellent influencing and collaboration skills
- High attention to detail
- Experienced in working in a high pressure environment with tight deadlines and targets. Sound understanding of the principles of integrated service delivery and an ability to undertake a leadership role within an integrated service model may help you to succeed (but aren't essential).

People who know this position say that

People who know this position say the things that might make your day are:

- Being part of a business development team driving an ambitious growth agenda
- The ability to build relationships and collaborate across the organisation to deliver high quality bids
- The opportunity to have exposure to a wide range of community services and sectors
- Applying your knowledge and skills to support the growth of high-quality service

People who know this position say some key challenges you might experience are:

- Lack of readily available information on the organisation's strengths and models
- Tight timelines and conflicting deadlines
- Multiple stakeholders with conflicting priorities
- Lack of time dedicated to the tender process by key stakeholders

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Work and flexibility

While The Benevolent Society has great tools to connect us remotely, sometimes we will need to connect in person. This means we need to travel on occasion.

This position may require:

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| <input checked="" type="checkbox"/> Overnight travel/stays. | <input checked="" type="checkbox"/> Weekend work. |
| <input checked="" type="checkbox"/> Travel between office locations/regions. | <input checked="" type="checkbox"/> Evening work. |
| <input type="checkbox"/> Travel to clients (varied locations). | <input checked="" type="checkbox"/> Special event support. |
| <input checked="" type="checkbox"/> Use of own registered, insured (comprehensive) motor vehicle. | |
| <input checked="" type="checkbox"/> Use of TBS pool cars. | |

Key relationships

We work collaboratively with others. This position works closely with:

Within The Benevolent Society:

- Senior Leadership Team
- Impact and Engagement
- Operations
- People Learning and Culture team
- Finance team
- Legal

Outside The Benevolent Society:

- External consultants
- Government stakeholders and funders
- Community Partners and Service Providers