



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier (DWP use only)

Job title Bid Writer

Company name and Acknowledging Youths CIC

Job summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

To produce successful tender proposals, as well as other fundraising applications when required based on good research and excellent communication. To be an effective and collaborative member of the Business Development team. Monitor and research a variety of information sources in connections to new projects and bidding activity. Undertake and complete PQQ submissions and technical / compliance information to accompany tender bids and responses. Responsible for ensuring tenders are submitted consistently ahead of the deadlines set by the tendering authority or body. Liaise with the authorities regarding any clarifications or amendments to PQQ notices required. Support the CEO in preparation of PQQ and Bid responses. Prepare and keep up to date all relevant bid compliance matrices. Ensure all bids are accurately completed and represent the company's experience and abilities in the best possible way to secure the tender opportunity from the PQQ submission and/or contract when tendering. To think laterally and contribute relevant ideas for developing tender submissions to the company's advantage e.g. creating sales focused literature from sound market research in order to accurately portray the company's strengths over its competitors. Responsible for proofreading of created material and the work of other team members. To provide constructive criticism on any areas that may need adjustment, working together to ensure a submission of the highest standard is achieved. Develop a knowledge base of the Acknowledging Youth CIC that is second to none, with an ability to produce bids on all Acknowledging Youth CIC services. Objectively appraise tender submissions, to add and edit information as necessary in order to structure an effective response.

Commitment

The role requires at least 15 hours office support per week and to be able to attend office two to three times per week (arranged in advance). Also, a commit of at least three months. The normal office hours are 10 AM to 3 PM and you are required to bring their own lunch. Travel expenses (if any) must be agreed upon in advance with the CEO and will be paid at the end of the month. There may be the opportunity to attend other events or activities associated with the charity if wished. You will be expected to work within the ethos of Acknowledging Youth CIC and have high standards of practice. The need to respect confidentiality is paramount, as is a responsible and flexible approach to the work.



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Essential skills, experience and qualifications (please do not use bullet points)

Good project management skills. Creative mindset. Self-motivated and reliable. Very organised. Attention to detail. Understanding of literature. Excellent communication skills. Winning contract mindset.

Job category (DWP use only)

Number of hours per week 25

Working pattern and contracted hours (including any shift patterns) 10-3

Hourly rate of pay £8.20

Details of employability support (training opportunities/mentor)



Week 1. Diagnostic assessment, other housekeeping Work skills introduction, to develop an awareness of the Job market.

Week 2. Employability, Goal - completing Portfolio with CV, Cover letter, application form etc.

Week 3. Assessment Management - An approach to self and money management is a vital aspect of employability plus reviews.

Week 4. Team working skills are extremely valuable in the workplace and are also transferable to other areas of life role play + reflection.

Week 5. Practical – Training & work placement, Universal job-match, and job search / interviews plus reviews.

Week 6. Interview skills- to develop thoroughness in preparation to gain a competitive advantage.

Week 7. one to one Mentoring support. Actively seeking employment Candidates will update CVs, complete application form and interview techniques. The second review of progress towards targets.

Week 8 -10. Interview skills Candidates to partake in role plays (interview & Mock interviews). The focus is for the candidate to develop a thoroughness of approach to their conduct and interaction with the interviews.

Week 11 – 12. Employment preparation & Support Job-ready candidates who have not yet secured employment are matched to vacancies with our partner companies.

Post support. Ongoing mentoring for those in work to help them to retain work for at least 13 weeks.

Benefits:

You will receive a full induction into Acknowledging Youth CIC and training relevant to the role.

Gain experience in a third sector organisation

Develop transferable skills or enhance your existing skills

Continued support with your professional development from Acknowledging Youth CIC staff members and trustees

Providing real opportunity for those hardest to reach and place back into work

Providing opportunities through local organisations, partners and community involvement.

Closing date for applications

Using the table on the next page please provide details for each Job by location.



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Employer Job reference (where applicable) 12 Character s Max	Job location and address including post code. (Homeworking - specify if there will be a requirement to attend a different work location and its address/postcode)	Contact details for the Job: Name (required) Email address (required) Telephone (optional)	How to apply for the Job. Provide a method and an: Email address or Website address or Telephone number	Number of Jobs at location	Maximum number of referrals per Job	Is public transport available ? Yes/ No/ Don't know	Anticipated start date/s (if known)
AYCIC 001	Peabody Hall, Fulham Estate, Lillie Road, London, England, SW 6 1UH (Both option - Work from office / Work from home)	Danny Barnes CEO danny@acknowledgingyouths.org 02073818502	eramshah2@gmail.com 07541184950 Iram Rafiq	1	4	Yes	Asap