CentralGroup
ROOFING & BUILDING SOLUTIONS

JOB DESCRIPTION & PERSONAL SPECIFICATION

JOB TITLE: Bid Writer (Maternity Cover)

RESPONSIBLE TO: Head of Bids & Marketing

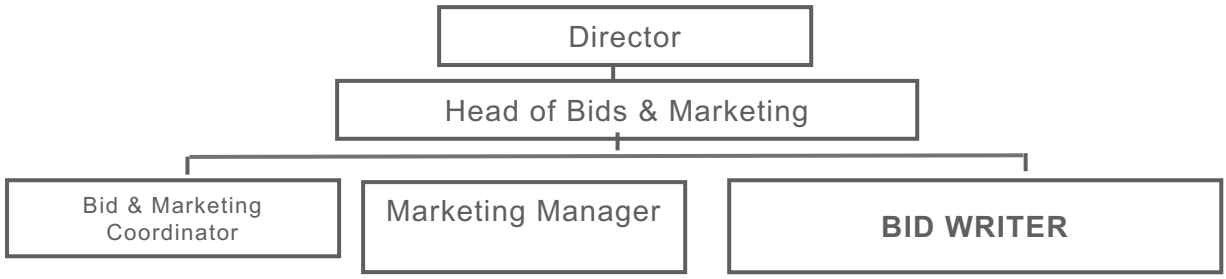
DIVISION: Group

LOCATION: Office based with occasional remote/site work

HOURS OF WORK: 39 hours per week (Monday to Thursday – 8.00 a.m. to 5 p.m. and Friday 8.00 a.m. to 4.00 p.m. with 1-hour unpaid lunch)

POSITION SUMMARY: Writing the quality submissions for tenders, PQQs, selection questionnaires and framework applications across Central Group. Our awards are usually weighted on quality as well as price – up to 60/40 in favour of quality – so this role carries a large share of the marks on every bid we submit. The work is mainly roof refurbishment and principal contractor services for schools, housing associations, public sector and commercial clients, and the job is to turn the detail of each project into answers that win.

POSITION IN STRUCTURE:



KEY COMPETENCIES:

- Conduct
- Communication
- Customer Service
- Building Relationships
- Planning & Organising
- Technical Expertise

MAIN DUTIES AND RESPONSIBILITIES:

In addition to the functions detailed below, employees are required to carry out such other duties as may reasonably be required.

- Working closely with the Head of Bids & Marketing, the Marketing Manager and the Bid & Marketing Coordinator.
- Writing the quality responses for tenders, PQQs, selection questionnaires and framework applications – typically health and safety, programme, method statement, subcontractor management, performance monitoring, quality assurance, waste, social value and environmental.
- Reading the tender documents, specification, scoring criteria and evaluation guidance in full, and planning each answer so it responds to the question as asked and scores against the marking scheme.
- Making every answer specific to the project – the building, the site, the occupants, the client and the programme – rather than relying on generic content.
- Finding, adapting and improving the strongest previous answers from Central's bid library, and helping to build and maintain the library with new content, evidence and scores.
- Gathering information from contracts managers, estimators, surveyors, the health and safety team, the supply chain and manufacturers, and turning it into clear, evidence-based answers.
- Building in the evidence that earns marks – case studies, KPIs, ISO 9001 and 14001 accreditation, manufacturer guarantees, compliance records and social value outcomes.
- Planning and managing your own submission timetable within the typical three to four week tender window, and meeting every deadline.
- Proofreading, editing and checking each submission for compliance – word counts, page limits, formatting, attachments and portal requirements – before it goes in.

- Contributing to bid/no-bid reviews, kick-off meetings, clarification questions, site visits and post-tender presentations and interviews.
- Reviewing client feedback and scores after award, recording lessons learnt and using them to improve future answers.
- Using AI tools and the bid library to find material quickly, while keeping the judgement and the writing your own.
- Occasional travel to regional offices, sites and events.

QUALIFICATION/EXPERIENCE:

- Proven experience writing quality submissions for tenders, PQQs or frameworks that score well against published evaluation criteria, ideally in construction, roofing or building services.
- Understanding of public sector procurement, including tender portals and frameworks. Knowledge of the Procurement Act 2023 is desirable.
- Understanding of principal contractor duties under CDM 2015, and of health and safety, quality and environmental management in construction – or the ability to learn these quickly.
- Excellent written English, with the ability to turn technical and operational information into clear, persuasive writing.
- Strong proofreading and editing skills, with high attention to detail.
- Confident user of Microsoft 365, particularly Word and Excel, and comfortable using AI tools in daily work.
- APMP Foundation qualification desirable but not essential.

PERSONAL ATTRIBUTES:

- Able to organise workload effectively to meet fixed deadlines, often with several bids running at once.
- Curious and persistent – asks the follow-up question to get the detail that wins marks.
- Confident working with site and technical colleagues at all levels, and able to get information from busy people.
- Takes ownership of answers and welcomes feedback and review.
- Able to demonstrate flexibility and versatility combined with initiative, drive and the ability to meet targets.

EQUALITY & DIVERSITY:

You will conduct yourself in a manner which demonstrates 'equality' in the workplace, including:

- respecting peers and valuing people as individuals
- ensuring the workplace is free from discrimination
- respecting choice and everyone's right to have their own beliefs
- showing appreciation of 'diversity' through the added value of individual differences and varied experiences.

OTHER:

- Central Roofing and Building Services may amend this job description in whole or part at any time.
- Committed to working for an employer that values diversity and equal opportunities.
- Willing to undertake additional training or vocational qualifications as required, including annual training and DBS checks.

ACKNOWLEDGEMENT:

I confirm that I have read, understood and accept the content of this Job Description:

SIGNATURE: _____ **DATE:** _____