BID MANAGER

#### JOB DETAILS

<table>
<thead>
<tr>
<th>DIVISION: Engagement</th>
<th>TEAM: Funding &amp; Strategic Partnerships</th>
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<tbody>
<tr>
<td>LOCATION: UK (Oxford / Part Home-Based)</td>
<td>CONTRACT TYPE: Fixed Term</td>
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<td>12 months contract</td>
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<td>GRADE: C</td>
<td>JOB FAMILY: Fundraising</td>
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<td>SALARY: £30,985-£40,168 FTE</td>
<td>HOURS: 36</td>
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#### FLEXIBLE WORKING

We believe flexible working is key to building the Oxfam of the future, so we’re open to talking through the type of flexible arrangements which might work for you. We think this role would work particularly well up to 3 days remotely based.

#### DIVISION PURPOSE:

This division exists to inspire, activate and raise resources from our partners, supporters, allies and friends.

#### TEAM PURPOSE:

The Funding and Strategic Partnerships team works across the confederation to support country teams in the success of their funding applications.

#### JOB PURPOSE:

The Bid Manager will work closely with OGB, country and regional colleagues to bring together well-performing bidding teams to successfully pursue grant and tender opportunities.

#### POST HOLDER REPORTS TO

Head of Bid Management

#### JOBS REPORTING TO THIS POST

None

#### BUDGET RESPONSIBILITY

No

#### DIMENSIONS OF THE ROLE

- Managing existing significant processes.
- Manage projects at unit/sub-unit level.
- Resolve diverse problems with impact in defined area.
- Problems are not repetitive, but not totally novel.
- Occasional complex problems.
- Recommending changes to processes.
- Collate information from a wide range of well-defined sources.
- Specific technical/professional knowledge of their area from formal training and/or work experience.
• Impacts also on other parts of affiliate.
• Plans work up to one year ahead.
• Frequent internal/external negotiation.

KEY RESPONSIBILITIES
• Provides effective bid project management and leadership for high-risk, multi-country, or large complex tender and grant opportunities
• Works within a wider bid development team to deliver successful proposals according to donor requirements and Oxfam standards
• Acts as bid writer and editor bringing together technical and non-technical inputs into an opportunity
• Develops pricing strategies for complex high value opportunities
• Supports programme staff in analysing and developing new opportunities
• Actively tracks, identifies and stimulates new business opportunities and partnership opportunities
• Helps develop effective winning strategies; helps build potential multi-stakeholder consortia/partnerships; negotiates teaming agreements; assembles bid development teams; and prepares all necessary groundwork for proposal development
• Provides effective bid project management for high-risk, multi-country, or large complex opportunities to institutional donors
• Provides technical assistance, support and advice to staff working at country, regional, head office, and affiliate levels on bid development, including basic bid-cycle management, logical frameworks, bid budgeting, theories of change, and bid development processes.

PERSON SPECIFICATION
Most importantly, every individual at Oxfam GB needs to be able to:
• Live our values of INCLUSION, ACCOUNTABILITY and EMPOWERMENT (read more about these here).
• Ensure you commit to our ORGANISATIONAL ATTRIBUTES (including adhering to the Code of Conduct):

1. BE COMMITTED TO OUR FEMINIST PRINCIPLES, AND TO APPLYING THEM IN YOUR DAY-TO-DAY BEHAVIOUR AND YOUR WORK. BE READY TO KEEP LEARNING, WITH ACCOUNTABILITY TO THOSE WHO EXPERIENCE OPPRESSION AS A RESULT OF THEIR IDENTITIES, SUCH AS THEIR GENDER, RACE/ETHNICITY, DISABILITY, CLASS, OR LGBTQIA IDENTITY.

2. BE COMMITTED TO UNDERTAKING OXFAM’S SAFEGUARDING TRAINING AND ADHERING TO RELEVANT POLICIES, TO ENSURE ALL PEOPLE WHO COME INTO OXFAM ARE AS SAFE AS POSSIBLE.
EXPERIENCE, KNOWLEDGE & COMPETENCIES

Essential
For this role, we have selected the most relevant feminist leadership practices which we will use for assessment purposes (which you can read more about here):

- Self-Awareness
- Decisiveness
- Strategic Thinking and Judgment

In addition:

- Proven track-record in leading a broad range of bids, showing knowledge and experience in leading best practice across both grants and tenders and across a range of donor agency clients and funding mechanisms.
- Experience working with technical advisors to design development / humanitarian programmes, responding to complex, high-risk, high-value competitive calls from government departments, executive agencies, bilateral donors and multilateral agencies.
- Good financial, commercial and business negotiations skills.
- Strong verbal and written communications skills, including writing and editing quality proposal with input from technical experts.
- Proven ability to analyse and synthesise complex issues

At interview, shortlisted candidates will also be assessed on our values and organisational attributes, as outlined above.

Desirable

- Experience of developing cost / pricing models for tender or grant opportunities
- Familiarity with rules and regulations of public sector procurement

Safer recruitment: All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks). You can find out what this means here.

DBS CHECK REQUIRED No

FOR HR USE ONLY

Graded and reviewed by: Sue Healey

Job Title: HR Business Partner Date: 28.07.20