Bid & Proposal Writing Executive

Notion, the UK's leading Business and Executive Coaching Company, works out of its funky new offices in the centre of Leamington Spa, and is gearing up for the next level of growth. To support this, we need to bring in a full-time multi-talented individual to work mainly as a part of our Conversion Team to edit/write/compile the proposals and other communications that we send to our prospective clients, with the opportunity also to work with our Marketing Manager providing occasional marketing support.

This role would suit someone who has strong writing skills, a flair for creativity and graphics and an unusually high attention to detail to ensure that our proposals continue to delight and excite potential clients to want to work with us and form a lasting partnership.

We have a growing Head Office team and we achieve a very high output; we move quickly (never a dull moment!), and we maintain a cheery attitude. If you're not naturally of a sunny disposition and you like to bring your personal baggage to work, then there probably won't be a fit with the rest of us. We work hard and gain satisfaction from the outstanding feedback we get from our clients.

If you struggle with technology, you'll also struggle with us as most of our work relies upon a variety of online services such as Google Apps, an online CRM system, an online task collaboration system, an online Webinar service, and our website's CMS.

In this role, you'll work directly with the Client Development Managers (Conversion Team) and the Directors of the business to help them translate their ideas into impactful proposals (which you'll be able to compile from a variety of source materials) as well as other thought pieces / content/ blogs / case studies / client testimonials and occasional marketing collateral, which you'll need to write / commission in conjunction with the Marketing Manager. You'll have to understand the client's requirements, as well as the services that we provide in detail, so be prepared for a steep learning curve.

You'll need to be articulate (our clients are typically Senior management) and able to write with clarity, demonstrating excellent grammar and have a knack for précis. You will also need to be proactive in using your creativity and in your use of the tools available to you to push the quality boundaries of what we can accomplish. A level of competence with graphics tools with some flair for design will be needed, as well as capability to work with video editing software and other online apps.

Numeracy would be advantageous too (as would the use of Excel), and familiarity with the Mac environment in general would put you ahead.

Bringing all the aspects of putting a client proposal together will mean also demonstrating an almost anal attitude towards 'sweating the small stuff' to ensure that tasks are managed to schedule and also that nothing slips by you. Planning will be key.

What we can offer in return for all of this is a competitive rate of pay, a huge amount of personal development in a dynamic environment, and the chance to grow the role

and yourself as the business grows further (we're growing fast so there's a lot of opportunity to contribute to our growth). Ambition in this company is rewarded, so bring us your 'A' game.

Role Details:

If you have worked as Bid Manager or a Proposal or Technical Writer elsewhere or have worked in Commercial Communications in other capacities, then this integral role to our business could suit you down to the ground.

The following is a list of the types of tasks and expected output from the role. Some of the tasks will need to be completed by yourself and others will require you to engage the Directors or the Marketing Manager directly – no room for faint hearts here; stakeholder management will be key to seeing that your work 'runs on rails'.

Director Liaison:

- Work closely with the two Directors and the Client Development Managers to understand the details of the proposal
- Contribute to the thinking in terms of creativity, layout and planning the timings and production of the subsequent proposal
- Ensure communication with Directors is up-to-date and accurate, being proactive in identifying possible issues and helping to resolve them
- Contribute to review meetings between the Directors and the Client Development Managers to ensure that proposals are being progressed, amended and resubmitted where necessary
- Update the 'opportunities' within our CRM system and contribute to business development meetings with other members of the Conversion team.
- Capture notes and actions from client / potential client meetings and calls into the CRM system and into the task management system as appropriate and review this material to draw out / confirm pointers for inclusion in proposals
- Proactively block out time with the Directors to get their input into the design and refining of client proposals and the pricing of the services
- Film short video clips of the Directors 'walking through' or introducing the proposal for use within the proposal pages

Internal Collaboration:

- Work with the Marketing Manager to discuss and commission the design of new marketing collateral where this is identified as needed to support proposals, or help to create it yourself if you have the skills and capacity
- Work with the Client Delivery Manager to coordinate the production of case studies from particular clients that can contribute to future proposals
- Work with our senior Coaches to improve and keep up-to-date their various biographies to support future proposals
- In concert with the Client Delivery Manager, track coach's / trainers capacity for proposed client deliveries and advise Directors of any issues

- Liaise with the Coaches directly to ascertain future availability and suitability (where necessary) or to seek clarification of skills/desire to support particular proposals
- Have visibility of 'warm leads' and prioritise Coach, Director and delivery team calendars accordingly so that there is visibility as to who is proposed where and when
- In concert with the Delivery Team, ensure an understanding of critical paths for delivery so that proposals don't 'over-promise' and so that you can include a high level timescale within the proposal

Key tasks:

- Compile and publish high quality proposals that make it easy for the client to buy our services and that generate new business. They should be 'easy to acquire', 'easy to read' and focused on good communication using a strong mix of visual elements working alongside the text
- Develop a detailed schedule of work and a critical path to ensure that requirements for developing proposals are met
- Transcribe critical paths into our task management platform and keep this up-to-date
- Become familiar with the structure and content of our course materials and the way in which our programmes are run
- Monitor and update proposal opportunities in our CRM platform and work with Directors to ensure proposals are being progressed
- Engage with senior client stakeholders to diarise stakeholder interviews where this might be necessary in advance of making a proposal (using an online polling app and liaising with key Notion trainers to conduct the interviews)
- Liaise with our graphic artist where necessary to support a proposal or create impactful graphic yourself
- Create webpages on our CMS to support proposals, embedding graphics and videos where necessary (training in CMS will be given)
- Breakdown and index previous proposals so that elements may be re-used /re-assembled quickly
- Co-ordinate activities such as videoing Coaches or Directors or capturing testimonials to generate film clips to support proposals (liaise with marketing where necessary)
- Find other ways to refine the process of developing proposals for potential clients
- Manage the proposal deadlines within the CRM system to ensure all proposals have been chased in a timely manner

Other tasks and Project work:

- Contribute to ad hoc projects to improve company processes and/or support the growth of the company

- Where your capacity allows, use your strengths and other key skills to contribute to the other functions within the Notion Team, be this administrative, business development support, phone support, sales & marketing or creative skills

Key requirements:

- Portfolio of written pieces, evidence of technical writing or proposal / tender developments for other companies
- A real passion for achieving high standards and finicky about detail, grammar and spelling
- A sunny and positive 'can do' attitude to life, the universe and everything
- Friendly, professional, quick and confident in speaking with members of the Notion team at all levels
- Strong with Microsoft Office suite and Google Apps (ideally) in a Mac environment
- Happy and comfortable using a range of different apps to work more effectively with perhaps some HTML5 experience
- Creativity and an eye for design, can use some graphics packages
- A good editor, with précis skills
- Great organisational skills, can stay on top of things and works in a very organised way (probably an MBTI type _ _ _ J and a recognised 'Completer/Finisher')
- Proactive and self-motivated; ability to multi-task and a self sufficient approach to problem solving with no fear of asking for help when needed
- You should have the picture by now ☺

Other information:

Candidates open to freelance / self-employed or contract status preferred, although this should not prohibit application. For the right candidate there will be additional opportunities over time for bonuses based on company performance.

The company is currently situated in central Leamington Spa. We also have a friendly Labradoodle who sometimes visits the office!

We offer a competitive hourly salary, negotiable, dependent on experience. We anticipate the role being full-time albeit with appropriate flexibility where client delivery pressures allow.

Hourly rates will be between £10 - £16 per hour, negotiable dependent on experience.

How to get the job:

Step 1:
Apply online by completing the online application form and short intro video

We're looking for you to show us you have the key skills we're looking for

Step 2:
Attend an interview with our Client Development Manager and complete some short assessments

An informal interview where we can explain the role a bit more, we can get to know you and you can speak to someone who already helps to drive our client conversion activity. Whilst you're with us, you'll also conduct some simple tests that include: MBTI, Belbin, (role and work type assessments) as well as exercises on Excel, PowerPoint and Word to test basic IT skills, and your written ability.

Step 3:
An opportunity for you to spend (up to a day, pending your availability) in the office to get a real sense of the office environment, meet the people you'd be working with every day in the office.

Step 4:
A final face-to-face interview and a short presentation in Leamington Spa with our Directors.

This is the final hurdle – you are here because you hopefully like us and we like you and we think this could really work. You will be part of a small shortlist at this stage. In this last interview you will be set a task (in advance) directly related to the job that you will present to the Directors for the first 10 minutes and then the rest of the time will be a straight forward interview with a chance to ask all your final questions.

Step 5:
There isn't one – just for us to check your references and to offer you the job!

To apply:
Please fill in the online application form from:
www.businesscoaching.co.uk/vacancies

& email your short introduction video to:
vacancies@notionltd.com

Typos and spelling errors will lead to automatic rejection.

Call 01926 889885 if you have any questions.

Closing date: 2nd September 2016