

Bid Specialist

Position Description

Reporting to:	Manager Business Development	Work location:	Melbourne / Remote
Department:	54 reasons	Budget holder:	No
Team:	Strategy & Partnerships	Direct reports:	Nil

About 54 reasons

54 reasons is Australia's leading child rights organisation, proudly part of the Save the Children Australia Group and global movement. We're here to make sure that everyone understands their rights. So that children and young people have their rights met and thrive, in all their diversity.

We champion the children, young people and families we work with. We are inspired by the curiosity and creativity of children, and motivated by the love of those who care for them. With the child's voice at the centre, we provide quality services to children and their caregivers, advocating with them so that children develop, learn, and are connected, safe and confident.

Our people are proudly local, and as diverse as the communities we serve - in every state and territory, and across regions, remote areas and capital cities. Our operations and services span the early years and school engagement, youth justice, domestic and family violence and family support, and our practice is grounded in child rights and participation.

From our 54 Reasons Practice Framework to our culture where you will feel valued, belong and make a difference for children, 54 Reasons is truly a place you will **learn and grow**. Find out more about *Our Promise* to Children and Young People and how our Practice and Impact measurement team works to ensure the provision of high quality, contemporary and inspiring service, practise and outcomes that meet and exceed client needs. [Our Approach – 54 reasons](#)

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

Role Purpose

The Bid Specialist initiates, coordinates and drafts compelling, strategic and high-value tenders for government and institutional funders, working closely with service delivery leaders and central practice and support teams. The role manages the administrative and coordination backbone of complex bids, ensuring compliance, accuracy, strong document control and on-time submission.

The Bid Specialist also shares responsibility for supporting best-practice business development processes, including capture planning, go/no-go decision making, bid reviews and post-submission retrospectives. Strong systems thinking, attention to detail and comfort working with structured processes are critical to success in this role.

The role is critical to 54 reasons growing our impact with and for children in Australia whose rights are not being met, in line with our strategic objectives. Sitting within the central Business Development team, the Bid Specialist suits a highly organised, process-driven self-starter with proven success in high-value funding acquisition, ideally in the Australian child and family services sector. Confidence driving internal stakeholder management – proactively chasing inputs, clarifying requirements, securing approvals and managing competing internal priorities – is essential.

Here your skills will be valued

Role requirements

Day to day, the Bid Specialist:

- Plans, coordinates and drafts government tenders with operational and support teams by leading structured bid processes, schedules and task plans, so that we hold a sustainable service portfolio in line with strategic objectives; and
- Quality assures bids so they are clear and compelling, fully compliant with funder requirements, supported by rigorous document control and version management, and submitted on time with all required internal inputs, sign-offs and approvals secured.

When not coordinating or drafting new tenders or proposals, the Bid Specialist works with teammates to:

- Scan the market for new business opportunities by monitoring relevant developments in government policy and budgets;
- Advise on positioning and decision-making so that 54 reasons responds effectively to funder needs and remains focused on strategic and viable new business;
- Lead effective capture planning on identified high-value opportunities, together with operational leadership teams;
- Drive internal stakeholder coordination by proactively chasing contributions, clarifying requirements, managing dependencies and resolving bottlenecks across teams;
- Contribute to continuous improvement in business development across the organisation, including reviewing YTP performance against targets and leading post-submission retrospectives; and
- Lead other strategic business development initiatives as directed.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at Save the Children contribute to our impact for children

At Save the Children and 54 reasons, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring to this role:

Essential knowledge or experience

- Existing track record in high-value new business development, ideally in the Australian children and family services sector;

- Exceptional writing skills, including a proven ability to edit and synthesise technical information, manage multiple inputs, and present complex ideas clearly and consistently for government audiences;
- Ability to self-organise complex work, manage competing priorities and deliver to strict timelines, with strong administrative discipline, sound judgement and a solutions-focused mindset;
- Strongly collaborative approach to working with internal stakeholders, including proactively coordinating inputs, chasing information and approvals, and working across multi-disciplinary and geographically dispersed teams;
- Demonstrated commitment and openness to learning and contributing to our adaptive team culture.

Desirable knowledge or experience

- Experience working within structured bid, tender or grant management processes, including compliance checking, document control and version management;
- Experience supporting or coordinating internal approval processes for complex submissions.

Required qualifications and/or accreditations

- Degree in relevant field, e.g. business or project management, public administration or equivalent experience

Additional Information

- Any offer of employment at 54 reasons will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia’s Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- 54 reasons is an Equal Opportunity Employer

Driver’s Licence:	NA	Travel:	Limited travel
Working with Children Check:	Required	Assets:	Laptop