



## Bid Manager

### Position Description

<b>Reporting to:</b>	Head of Strategy and Partnerships	<b>Work location:</b>	Flexible
<b>Department:</b>	54 reasons	<b>Budget holder:</b>	No
<b>Team:</b>	Strategy and Partnerships	<b>Direct reports:</b>	Yes

### 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 Manager is a senior role in 54 reasons' Strategy and Partnerships team. The team is responsible for supporting the organisation to achieve our [strategic](#) objectives; build genuine and impactful partnerships; secure and retain key business; manage brand and communications, and ensure we meet and beat external quality standards and internal requirements.

The primary function of the Bid Manager is to plan for, initiate, coordinate and develop successful, strategic and high value funding proposals for 54 reasons.

In this way, this role is critical to 54 reasons achieving our core strategic commitments:

- Growing our impact in areas where children's rights are not being met deeply or consistently, as outlined in our [strategy](#).
- Embedding child and client experience as a key input into services wherever possible.
- Partnering with like minded organisations to further child rights and participation in Australia.

The role suits a confident communicator and self-starter with proven success in high value funding acquisition, ideally in the Australian child and family services sector. The role has a strong delivery focus, requiring active stewardship of proposal development, from pre-planning through to execution and post- implementation review.



## Here your skills will be valued

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The Bid Manager will lead, initiate and deliver successful, high value bids, including reactive tenders and grant submissions, proactive proposals, pitches, supporting collateral (90%).

Key activities include but are not limited to:

- Lead 54 reasons teams to establish a clear and compelling bid win theme or value proposition for all proposals
- Establish as required a multi-disciplinary bid team and/or effectively manage inputs from technical, financial and operational experts.
- Develop clear, detailed bid work plans that articulate roles and responsibilities, timelines and milestones, and key deliverables
- Lead internal quality assurance processes, i.e. editing proposals and/or arranging external review to ensure the bid achieves maximum clarity, precision and impact, and meets all required deadlines and service specifications
- Lead after action reviews on funding proposals to facilitate continuous improvement

When not leading high value 54 reasons' bids (10%), the Bid Manager will:

- Scan the market for new business opportunities and viable income streams, and lead go/no go assessments and prioritisation of aligned opportunities
- Lead other strategic business development initiatives as directed

### Stakeholder relationships

- Build and foster collaborative relationships with staff in 54 reasons staff and other departments as well as external stakeholders and funders
- Demonstrate working effectively with others, by knowing when to follow and when to lend leadership to strengthen the contributions of others
- Take initiative to clarify responsibilities, adjust ways of working, and resolve conflict within project teams to maximise impact
- Participate proactively in all organisational requirements including audits, training development and continuous improvement activities

### 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
- Ensure staff have completed all required training and have up-to-date background and working with children checks

### 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

- Track record in high value funding acquisition ideally in the Australian children and family services sector or similar
- Exceptional writing skills, including a proven ability to edit, synthesise technical information and present complex ideas clearly and tailored to audience
- Demonstrated planning and organisational skills, and an ability to meet strict deadlines when managing multi-disciplinary and/or remote teams
- Demonstrated ability to negotiate effectively, problem-solve, manage change and competing interests
- Can-do attitude and a willingness to contribute to continuous improvement and learning across the business

### Required qualifications and/or accreditations

- Degree in relevant field, for example social science, development, 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:**

Required

**Working with Children Check:**

Required

**Travel:**

Some travel required

**Assets:**

Laptop