

Bid Specialist - Permanent, FT/PT (min 0.8FTE)

Position Description

Reporting to:	Deputy CEO and Head of Strategy and Partnerships	Work location:	Any capital city or otherwise by negotiation – WFH/Hybrid available
Department:	54 reasons	Budget holder:	No
Team:	Strategy and 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.

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 empowered. Our people are proudly local, reflecting the communities we serve - in every state and territory and across regions, remote areas and capital cities.

Role Purpose

Bid Specialist initiates, coordinates and drafts compelling strategic and high value tenders for governments, working closely with service delivery leaders, and central practice and support teams. This role also shares responsibility for supporting best practice in business development, including capture planning, go/no go decision making, bid reviews and post-submission retros.

In this way, this 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 [three-year strategy](#) objectives. Sitting in our central business development unit, 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. Even better if you are confident and experienced in presenting to government and partners, alongside senior leaders and subject matter experts.

Key Areas of Accountability

Day to day, the Bid Specialist:

- Plans, coordinates and drafts government tenders with operational and support teams 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, and submitted on time with all appropriate internal approvals.

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 we remain focused on strategic and viable new business;
- Lead effective capture planning on identified high value opportunities, together with operational leadership teams;
- Support operational teams to develop and formalise genuine, two-way partnerships associated with high value opportunities
- Contribute to continuous improvement in business development across the business 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 Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- 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

Person Specification

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, and present complex ideas clearly and tailored to government as audience
- Ability to self-organise and deliver to strict timelines, with a solutions mindset, sound judgement and negotiation skills
- Strongly collaborative approach to working with internal stakeholders and partners, including in multi-disciplinary / geographically dispersed teams
- Demonstrated commitment and openness to learning and contributing to our adaptive team culture

Desirable knowledge or experience

- Prior experience and skills in presenting to government and partners, alongside senior leaders and subject matter experts.

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:	Required	Travel:	Some travel required
Working with Children Check:	Required	Assets:	Laptop