



CIEL: PROPOSAL DEVELOPER

CIEL is at the heart of driving real change in the Livestock sector.

A small team with a wide reach we have a broad and exciting remit. Our current research priorities and projects reflect critical challenges faced by the livestock sector, including net zero, productivity, animal welfare and antimicrobial resistance.

Our work is centred on benefitting the UK, but our people engage both nationally and internationally. We do this from our home in York where we have a passionate and committed team based at the Science Park next to the University.

We're looking to further strengthen our Bids and Business Development team. If you want to be part of that team, if you thrive with varied and interesting work, if you have an interest in progressing your career and the Agri-Tech sector, then we'd love to talk to you.

Please apply with a CV and a Covering letter. The closing date for this role is Wednesday 24 August 2022.

If you would like the opportunity to discuss the role, please contact siobhan@clarkehrconsulting.co.uk



PROPOSAL DEVELOPER

Job Status:	Full Time Permanent, part time and flexible working considered
Reports to:	Business Research and Delivery Manager
Salary:	£32- £37k dependent on skills and experience
Location:	York Office based, Hybrid working pattern.

About the Role: As our Proposal Developer you will support our team in developing and producing professionally written proposals and bid content that superbly articulates the value proposition. You will also help[to support our members in writing their bids and submissions, giving feedback, support and direction.

You will be contributing to bids and submissions, working in liaison with the Finance team to prepare detailed budgets and monitoring and reporting on the success of bids and proposals. This is a role that requires excellent attention to detail, the ability to work under pressure and meet demanding deadlines.

Experience: The ideal candidate will have experience of a similar role in a busy office environment. They would also have a good track record of writing bids and proposals and ideally some knowledge or experience of science, livestock or agri-tech.

KEY RESPONSIBILITIES

- Researching, writing, and organising information in a professional and credible manner.
- Proactively develop and manage a network of subject matter experts.
- Develop an understanding of CIEL's work, the required governance and policies that need to apply to the development of proposals.
- Participate in set up calls to discuss participant requirements.
- Identify information for proposal text and budget development and work closely with Finance, Business delivery and Business Development teams to prepare and finalise proposals.
- Re-write / edit proposal responses from a variety of stakeholders.
- Ensure the scope of work is defined correctly and budgets reflect the scope.
- Perform quality control checks on all documents.
- Securing final approval, ready for submission.
- Support members and consortia participants in preparing contributions.
- Give feedback aimed at developing the quality and success rate of internal and external bids and submissions.
- Liaise with the Project Manager on successful bids and proposals to ensure correct project initiation and set up on SAP.
- Update and maintain SAP records as required and ensure accurate information is included in tracking reports.

SKILLS AND QUALIFICATIONS

ESSENTIAL

- A strong background in writing proposals and submitting bids.
- Excellent written English.
- Problem solving skills, able to be tenacious and persistent when required.
- Excellent attention to detail with a high quality of work.
- Strong analytical skills and an understanding of business processes.
- Knowledge of Microsoft Excel and Word.
- Experience of using CRM systems.
- Ability to meet deadlines.

DESIRABLE

- Experience of using SAP
- Knowledge and experience of the Livestock sector/Agri-Tech or agrifood.
- Knowledge and experience of submitting proposals for government funding,

Behaviours

- Professional and friendly demeanour.
- Ability to deal with colleagues and members at all levels.
- Confident, approachable and helpful.
- Willing to work outside job description to help out the team.

CIEL Values

Work Together | Do what we say we will | Challenge | Grow everyday |

Do the right thing | Make a difference

How to apply: please send your CV and Cover letter to siobhan@clarkehrconsulting.co.uk