

BID WRITER



Inside

Overview

Benefits

Requirements

Responsibilities

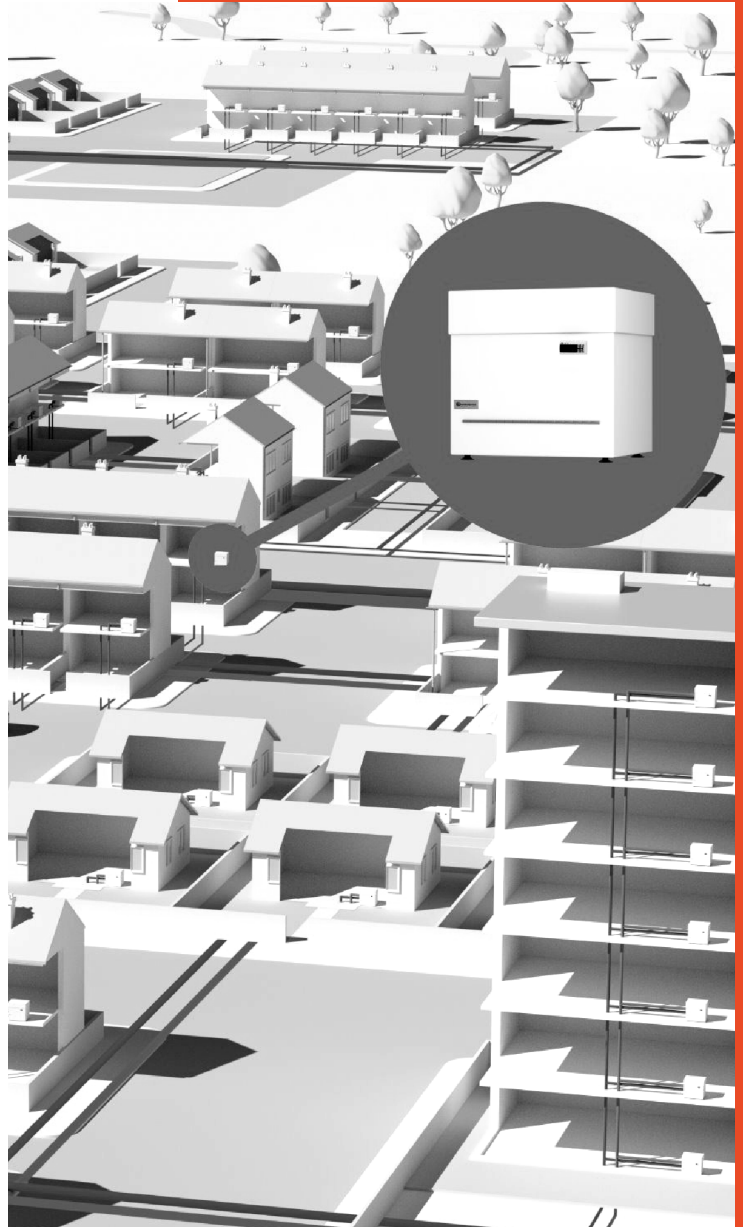
SUMMARY

The Kensa Group represents award-winning British engineering at its finest - the UK's leading manufacturer of ground source heat pumps (Kensa Heat Pumps), and the UK's pioneer of their mass-scale installation (Kensa Contracting).

The Kensa Group is transforming how Britain heats their homes, delivering a 21st century alternative to the gas grid.

After over two decades of connecting people to cleaner, greener, and cheaper heat, formal procurement of increasingly large scale heat pump projects are becoming more frequent.

You will develop the process and the team to ensure Kensa have the best possible chance of securing these opportunities. Together, we will meet the UK's ambition to install 600,000 heat pumps every year by 2028, and be net zero by 2050.



OVERVIEW

Exciting opportunity to join a growing commercial team, tendering for national frameworks and significant projects valued up to £25m in the Renewable Heat Sector.

Your goal will be to enable Kensa Contracting to secure strategically import projects, and procurement frameworks in line with ambitions growth plans for the business.

You will be responsible for the overall bid process including quality submission, and pricing.

Your success will expand the Kensa Contracting's national reach into the wide-scale deployment of heat pumps while simultaneously resulting in a rewarding and inspiring career, fostering a successful team in parallel with the growth of the business you help to build.





BENEFITS

To facilitate your success as Bid Writer, we will provide, a forum to express and test ideas, and interesting work with challenge and opportunity.

We also offer the pivotal opportunity for you to make a significant contribution to the safeguarding of our environment, saving the planet one heat pump at a time.

At a grass roots level, we welcome you to a culture of incredibly hard-working, knowledgeable, inspiring, committed, enthusiastic, and passionate people.

We expect a lot from our staff, because we expect a lot from our industry's potential - we are all committed to the UK's 2050 path to net zero carbon, and are determined to achieve that goal, but we also want to enjoy the journey together.

- Competitive salary: £28,000 - £35,000 base. Dependent on qualifications and experience.
- Uncapped bonus scheme: Company performance related pay plan with an OTE of 112% of base salary.
- Pension: Automatic enrolment into Kensa's company pension scheme.
- Holiday: 25 days holiday increasing to 30 days holiday (plus bank holidays) for 5+ years' service.
- Flexible working environment: We understand the benefits of flexible working conditions to meet the demands of your role, so we can accommodate a blend of working from home and office-based.
- Office culture: Aside from a fully-stocked sweet cupboard, we ensure you are well-stocked and have all of the technology and equipment you need to perform at your best.
- Social events: Work hard, play hard, we love to host regular Kensa parties for staff and their families, and in recent times when we haven't been able to get together in person, we do all we can to keep spirits high.
- Growth: Your development is important
 - we encourage and help with development including internal and external courses, learning, study and software support, all bespoke to you.
- Wellbeing: Free 24/7 access to an independent and confidential Employee Assistance Programme for you and your immediate family.
- Health: Private Health Insurance available after one year of service.
- Active: Cycle to Work Scheme to help lower your carbon footprint whilst boosting endorphins and your health.

REQUIREMENTS

As Bid Writer, you will be the lead for both domestic and commercial projects, for a range of sectors including social housing, education and healthcare.

You will work with the estimating, sales, delivery, and design departments; taking responsibility for Kensa Contracting's bid management process in procurement exercises in both the public and private sectors for GSHP installations, including regional and national frameworks, DPS, SSQs, and ITT's. You will need to track submission responses and provide monthly reports to the Estimation Manager, and others as required.

EXPERIENCE

Highly proficient in Excel, and experience with Microsoft software tender portals and CRM software

Degree level education desirable / Relevant professional qualification
Substantial experience writing major bids to the construction and local authority sectors.

Demonstrable success in securing tender opportunities. Experience in M&E sector essential sector preferably in renewables

Creative writing qualifications or equivalent is desirable

Proficient time management / prioritisation skills; forensic attention to detail and meticulous proof-reading skills; good communication skills and ability to develop compelling responses for tender submission

Minimum 5 year's experience in a bid writing role

KEY BEHAVIOURS

Ability to generate 1st class bids and tender submission and generate compelling quality responses

Thorough and methodical, with an excellent eye for detail.

Good Team player with excellent interpersonal skills

WORKBASE

Kensa Contracting operates from two sites, one in Truro and one in Exeter. This role will provide some flexibility, and will likely involve a mix of working from home or based in the Exeter office.

REPORTING STRUCTURE

Reporting to the Estimating Manager

RESPONSIBILITIES

- To lead domestic and commercial sales teams with tender submissions
- To organise review meetings with sales staff and to lead on tender responses
- Liaise with sales team to identify suitable frameworks, dynamic purchasing systems and project-specific tenders to identify and coordinate strategy
- Support other bid writers and sales representatives with quality checking; advising on response content as required; working across departments to gather information to assist with responses; and identifying and re-working existing pre-written content where relevant
- Attend handover meetings to provide information surrounding tendered projects
- Enter data into estimating software to develop pricing for projects and to understand the cost implications and requirements for different elements of the project, i.e. design, drilling and trenching, supply of heat pumps, and internal heating installation.
- Communicate with suppliers and provide key information to build accurate quotations for tender responses
- To produce quality technical answers that are related to the following technical themes: Experience, Health and Safety, Delivery, Quality and Social Value
- Review previous submissions and determine where successful/unsuccessful bid responses can be improved and make recommendations for future successful bids
- Manage tender portals
- To be able to interrogate the questions and understand detail required to achieve quality answers
- Analyse drawings and data sheets showing construction detail, including floor plans, layout of hot water and heating infrastructure, heat losses, EPCs, site access, heat pump locations and proposed borehole locations
- To review and update the tender and frameworks database
- Keep updated on the rules surrounding public sector procurement
- Monthly reporting on activity
- To undertake training and assist in training other members of staff as required
- To work cooperatively and provide support as required for all companies in the Kensa group
- To be a positive ambassador for Kensa at all times
- To work at all times in accordance with the Health and Safety at Work Act 1974 and to allow all company procedures and guidelines which assist this. Whilst working at external sites comply with all on site health and safety procedures and guidelines applicable to that site.
- To undertake other such duties as may be required within the general scope of the job.
- To work at all times in accordance with the company's Dignity and Diversity policy.

APPLY NOW

Apply online here:
thekensagroup.com/kensa-job-vacancies/

Or send a copy of your CV and a covering letter to:
jobs@thekensagroup.com



This job description and benefits may be subject to change, in consultation with the postholder, in response to new circumstances.

Kensa are an equal opportunities employer and are committed to providing a working environment that is free from all forms of discrimination and where all employees are treated with dignity and respect.

Please see our Equal Opportunity, Dignity and Diversity Policy for further information.