

Position Description



Job title	Bid and Tender Coordinator
Department	Strategic Asset Management
Reports to	Principal Practice Lead, Strategic Asset Management
Date prepared/reviewed	June 2022
Location	Inner City Hub (ICH)
Position Details	Full Time

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

Position Objective

Brief summary of position's purpose

The purpose of the Bid and Tender Coordinator is to assist Uniting to identify growth opportunities and develop tenders and business cases to build UCW's breadth and depth of services, both individually and in partnership with others.

Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

Imaginative – We challenge convention, explore new possibilities and dare to dream for a better future

Respectful – We act with honesty and integrity, and open our hearts to all people without exception

Compassionate – We are nurturing, generous and thoughtful in our words and deeds

Bold – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations
- Operate ethically and enhance the integrity of the organisation.

Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the job holder under the Uniting Performance Management System annually.

- Identifies, assesses, and recommends external funding opportunities which are aligned to Uniting's objectives, including assessing Government tender websites
- Conducts research into new funding and business growth opportunities within the NFP sector
- Engage and coordinate internal and external stakeholders in the preparation of external funding applications
- Maintains stakeholder relationships to achieve outcomes which are aligned to Uniting's Values and Behaviours
- Reports on issues which impact the quality of a submission
- Prepares handover packs for new contracts
- Manages and is responsible for ensuring tenders meet the funding criteria and records tender information in Uniting's tender management system
- Manages the records of submitted applications in Uniting's tender management system
- Perform other responsibilities appropriate to the position as requested.

Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

Competencies

The knowledge and soft skill requirements necessary for this position.

- Advanced skills in written and verbal communication
- Exceptional skills in stakeholder management and building partnerships
- Demonstrated project/program research and development skills and abilities that are readily translated into outcome focused services and activities
- Exceptional relationship building and management (internally & externally)

Qualifications

Education, experience and technical skills required for this position.

- Strong background in community services, not for profit or government is desirable.
- Experience in analysing market opportunities and developing business cases for potential new products and services
- Relevant tertiary qualifications or commensurate experience and professional development
- National Police Clearance

Additional Information

Any additional information that would be helpful to someone trying to understand the nature or purpose of the position.

This role is required to engage and develop effective relationships with the following external organisations/agencies:

- Commonwealth, State and Local Government representatives
- Prospective and continuing funding partners, organisations and businesses
- Business associations, organisations and partner agencies
- Uniting Church WA and other religious based or affiliated organisations.