



**WOKINGHAM
BOROUGH COUNCIL**

Job Description

Job Reference

Job Title	Bid Writer		
Service	Finance	Team	Commercialisation & Finance Support
Location	Shute End / Hybrid Working		
Reports to	Commercialisation Specialist		
Responsible for	This role has no management responsibility		
Grade	Type of position:		Date
7	12 month FTC Full Time		11/06/25

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Service Purpose

To support the Council's strategic and operational objectives in relation to the delivery of services across the resource & assets service but with particular focus on commercial grant bids and opportunities. This role will work across the organisation to identify grant opportunities and where appropriate to develop bids to bring investment into the Borough.

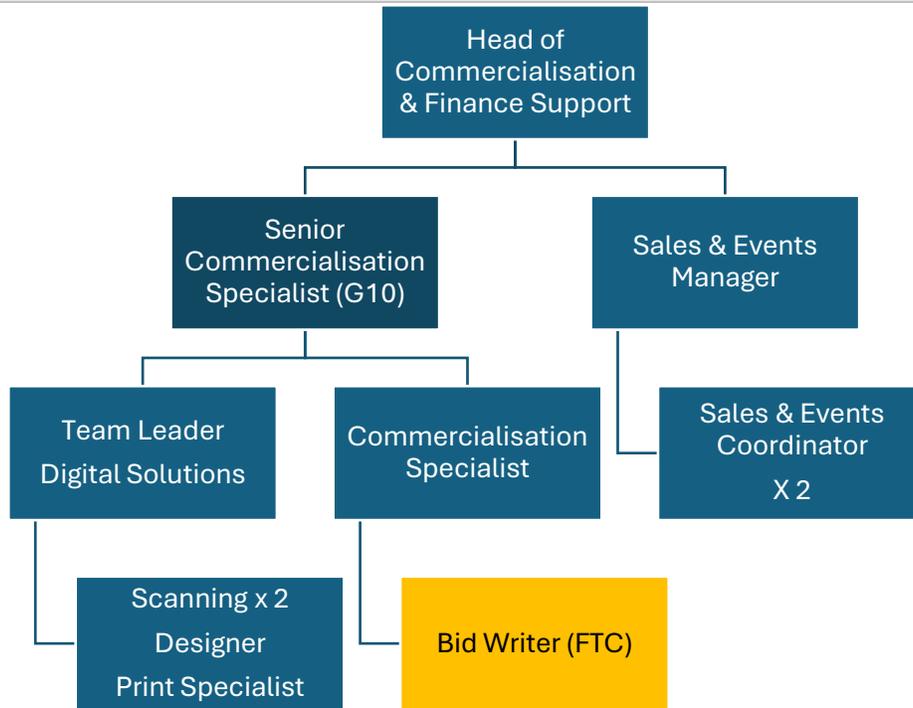
Purpose of the role

In this role, you will play a vital part in supporting the Council's strategic priorities by helping **secure external funding and new business opportunities**. You will research, write, and coordinate the preparation of high-quality funding bids, tenders, and grant applications across a broad range of service areas — helping Wokingham Borough Council to innovate, grow income streams, and deliver positive outcomes for our communities.

Main Accountabilities

1	Lead or support the development and writing of competitive, compelling funding bids and commercial tenders .
2	Interpret and respond to public sector tender requirements, grant criteria, and procurement frameworks .
3	Work closely with service leads, finance, legal, and other stakeholders to gather content and ensure bids align with council policies, priorities, and statutory obligations.
4	Project-manage bid timelines and ensure submission deadlines are met.
5	Write clear, persuasive content that reflects the Council's strengths, evidence of impact, and community value.
6	Contribute to lessons learned and post-bid evaluation processes.
7	Ensure compliance with relevant regulations, policies, and corporate governance requirements.
8	Develop case studies to demonstrate success in both our Commercial Strategy and our External Funding Strategy.
9	Identify grant opportunities that would be suitable for the services to bid for. .
10	Ensure bid submissions are successfully aligned to success and outcome criteria, are aligned to appropriate resource requirements to deliver and supported by the service required to deliver where successful
Supervision Received	Reports to the Commercialisation Specialist
Supervision Given	No line management responsibility for this post holder
Contacts & Working Relationships	Regular contact with internal stakeholders, contractors, community groups, local and national recreation organisations supporting the Commercialisation team.
Special Factors	Must be able to travel to locations across the borough attend evening meetings where applicable.

Organisation Chart



Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Person Specification	Essential	Desirable
	Proven experience in bid writing, grant writing, or commercial tender writing.	Educated to Degree Level.
	A-Level or equivalent education or experience	
Technical & Knowledge Skills	Essential	Desirable
	Strong understanding of public sector procurement and funding mechanisms .	Experience working in or with local government or public sector organisations.
	Ability to work collaboratively across departments and with external partners.	Strong understanding of public sector procurement and funding mechanisms .

	Ability to manage multiple priorities and work to tight deadlines.	Proficient in MS Office and familiar with electronic tender portals.
Knowledge Skills.	Essential	Desirable
	Strong understanding of public sector procurement and funding mechanisms.	Expert knowledge of market condition that affect commercial service delivery
	Excellent written communication and editing skills with the ability to tailor content to different audiences.	Able to operate effectively in large, complex, political organisations.
Experience	Essential	Desirable
	<p>Experience of supporting the development and delivery of policies and strategies.</p> <p>Experience of supporting projects to successful outcomes.</p> <p>Experience of identifying, developing, and delivering opportunities for improving the service.</p>	<p>Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential.</p> <p>Experience of championing own ideas and obtaining commitment to allow them to be delivered.</p>
		Familiarity with local government funding streams (UK Government grants, UKSPF, Levelling Up, National Lottery, regional partnerships, etc).
Completed by:	Gemma Plowright	Date: 11/06/2025