Candidate Information

Position: Bid Writer
School/Department: AMIC
Reference: 26/113748
Closing Date: Monday 30 November 2026
Salary: £42,972- £51,270 per annum
Anticipated Interview Date: Wednesday 9 December 2026
Duration: 3 Years

JOB PURPOSE:

We are seeking an exceptional communicator who can identify opportunities and build partnerships for AMIC's advanced manufacturing capabilities to support businesses, grow innovation and solve societal challenges.

The post holder will take the lead in scoping, developing and authoring of grant applications and commercial proposals with input and guidance from senior and technical staff from the AMIC team.

The role will harness AMIC's new and existing commercial relationships and will require an awareness of public funding for innovation from regional, UK, cross-border and EU funding bodies. While initially focusing on all sources of funding the role will focus on UK sources of funding in the medium term.

The role will be client facing during the development of proposals and the post-holder will be expected to positively develop external relationships with AMIC's industrial partners and funding bodies.

AMIC - a £100M investment through the Belfast Region City Deal - is a collaborative, innovative powerhouse of advanced manufacturing set to elevate our region globally.

We are supporting economic growth and prosperity for Northern Ireland by creating high quality jobs and increasing inward investment through high value manufacturing innovation clusters.

We are driving industrial transformation, paving the way for future technologies and competing globally with a more sustainable focus.Our experienced team has core capabilities in digitalising manufacturing, smart design, sustainable polymers & composites and nanotechnologies & photonics. We're excited to be expanding the team throughout 2026 and beyond

MAJOR DUTIES:

1. 1. Maintain an up-to-date awareness of collaborative research funding mechanisms that are relevant to AMIC (e.g. Invest NI, Innovate UK, EU) and match these to staff within AMIC and collaborative partners, with a view to developing collaborative grant applications in Advanced Manufacturing sectors.
2. 2. To develop and maintain insight and awareness of the needs of SMEs within the Advanced Manufacturing sector, seeking to identify common business needs and solutions through collaborative research, specialist support and/ or skills opportunities.
3. 3. To support AMIC's wider relationships with businesses, research institutes and Further Education colleges within the region seeking to ensure a joined-up and cohesive approach to innovation initiatives.
4. 4. To lead or provide bid management support for collaborative and commercial R&D projects within AMIC. This will involve scoping and writing grant applications, working with the AMIC team to deliver industry-relevant, sustainable outcomes. This will involve developing project plans and defining deliverables, timelines, intellectual property arrangements and project communications.

5. 5. To coordinate and support mechanisms to build collaborative research opportunities between AMIC and the Advanced Manufacturing sector. This may include the management of industry placements/secondments, the development of networks, monitoring of progress and measurement of outcomes.
6. 6. To provide support to researchers within AMIC in the costing/pricing and negotiation of collaborative research projects at the development stage, assisting academic staff with project planning, application development and project launch.
7. 7. Support the AMIC team in developing strategically important relationships with key stakeholders from the business community and in the advanced manufacturing sector regionally, nationally and internationally to develop strategies and long-term objectives for collaborative research, innovation and knowledge transfer activities.
8. 8. Develop and support AMIC's reputation, input and influence in its engagement with policy makers and businesses, developing networking and communication channels to foster closer working relationships.
9. 9. Applicants should note that in addition to the list above the post-holder will be required to be flexible, adaptable and aware that there may be a need to perform tasks, duties and responsibilities which are not specifically detailed in the job description, but which emerge as the work programme develops and which are commensurate with the role.

ESSENTIAL CRITERIA:

1. *Honours degree or equivalent in a relevant subject area e.g. Engineering, Manufacturing, Engineering/Technology Management, ICT, Physical Sciences, Business OR substantial relevant experience working in a similar role.
2. *Proven experience of success and knowledge of the processes involved in compiling commercial proposals, grant funding bids and/or business cases.
3. *Proven recent and relevant experience of successfully building and managing relationships and executing project management in a collaborative context.
4. *Evidenced experience of working with the business community to successfully deliver outcomes to benefit industry and address societal challenges.
5. Well-developed analytical skills and ability to analyse complex information to problem solve and inform decision making.
6. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.
7. Excellent written and oral communication skills as well as an ability to influence at all levels.
8. High level of attention to detail and ability to deliver effective written reports and presentations to meet audience needs.
9. Evidence of strong interpersonal and networking skills with ability to relate to and influence internal and external stakeholders.
10. Some working outside of standard working times may be required to meet the responsibilities of the post and needs of stakeholders. It should be possible to plan and schedule for this activity 90% of the time.

DESIRABLE CRITERIA:

1. A relevant postgraduate or professional qualification.
2. Demonstrable recent and relevant experience of delivery in a complex systems, technical project or consultancy business development role.
3. Demonstrable recent and relevant experience of working successfully and collaboratively within an industrial or university-based research environment.
4. Demonstrable knowledge of the mechanisms and sources for public funding for collaborative research and innovation.
5. Evidence of large-scale project planning and management.
6. A track record of success building partnerships with private sector companies.
7. Demonstrable evidence of experience and expertise in Financial Management.
8. Evidence of delivering events/ workshops involving members of the business community.