

Job Specification - Bid Coordinator

About BidPartners

BidPartners Limited is a successful and growing sales and bid consultancy company. We assist clients who are bidding for complex and typically long-term contracts. Since BidPartners was founded in 2003, our business model has proven to be very successful and we have been the 'A-team' for a number of very large global organisations bidding for UK contracts. Our success is driving growth and we are seeking a number of new joiners to add to the skills and expertise of the current team

Our activities range from providing operational support on a key bid, through to forming a 'virtual strategic sales team'. Our aim is to enable step-change growth for our clients by winning large deals, and for BidPartners to take an increasing level of risk & reward on our clients achieving success. We typically provide support to our clients when they have limited availability of key resources or have several 'must-win' deals underway in parallel.

We are a small ambitious and growing company. New joiners will have the enthusiasm, flexibility and 'can do' attitude that makes BidPartners attractive to our clients. Almost by definition working on bids creates a demanding and dynamic environment, responding to evolving client needs, and as deadlines approach there are frequently significant time pressures.

BidPartners works as a team, and together we not only maintain our reputation for managing proposals without last-minute crises, but also get great personal satisfaction from being part of a winning bid. At present there are 4 core members of BidPartners with a number of associates used for specific assignments. Having proven the success of the business model it is our intention to now grow the number of core employees.

More information is available on our website at www.bidpartners.com

Role and Responsibilities

As part of our plans to expand, we now intend to recruit a Bid Coordinator to work as part of the BidPartners team on our clients' bids and proposals. Key attributes are an ability to demonstrate a flexible and positive 'can do' attitude and an ability to become quickly established to add value on large bids.

The role of this individual will be to work, usually on a client's site (within the UK although international travel is possible) and in conjunction with the other BidPartners team members, reporting to the Bid Director.

Typical activities will include:

- Supporting the Bid Director in the management of bids and pre-qualification questionnaires (PQQs)
- Assisting in the preparation of PQQs and bid documentation
- Research in areas such as competitive analysis, end-client business strategy, market intelligence
- Liaising with bid authors to determine status, progress, outstanding actions/issues and likely delivery dates

- Monitoring and reporting on overall bid progress, and preparation of status briefing material
- Organising management review meetings and client workshops
- Managing the bid calendar and outstanding issues lists
- Coordinating with our clients (and subcontractors) on bid administration issues
- Managing and control of the mailing list, phone lists & data base

BidPartners is based at Barnet in North London, however we usually work on client sites for assignments ranging from a few days to several months.

Experience and Skills Required

Experience of working on bids & proposals would be an advantage but is not essential. We are looking for an individual with the following attributes:

- First-rate planning and organisation skills and experience
- People management skills at all levels, as BidPartners is usually brought in by our client's senior management. This requires tact, sensitivity and maturity
- Good team worker, reliable and able to rapidly establish a high degree of trust, rapport and gain co-operation with the bid team and the rest of BidPartners. The culture within BidPartners is one of joint decision making with consultation between team members throughout the bid process
- Strong communications skills; confident and articulate in all communications i.e. face-to-face, telephone and written communications
- Confidence to deal with all levels of seniority within our clients, and our clients' clients
- Self-motivated, self-disciplined and having the ability to work to tight deadlines, including some late working
- Good attention to detail; maintaining our high standards for delivery, quality & accuracy.
- Ability to liaise effectively with customers to define / clarify requirements and collate relevant data/information
- Applicants must be computer literate and familiar with standard MS Office applications (MS Word, Excel, PowerPoint, Outlook)
- Good written and verbal English skills
- Full UK driving license

BidPartners is committed to equal opportunities for all staff. As a consequence of assisting our clients in tendering for government contracts, applicants must be willing to undergo an appropriate UK Government security clearance process.



Salary and benefits

BidPartners is a young and growing company and as such we believe we can offer great potential for an individual who would be joining the team.

- Salary and benefits are negotiable and commensurate with skills and experience
- There is potential for a future opportunity to share in company ownership
- Employment terms will include a probationary period leading to permanent employment

Next Steps

Please email your CV and a covering letter, describing your relevant experience, skills, qualifications and current salary to recruitment@bidpartners.com