

Job Specification - Bid Manager

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 is at www.bidpartners.com

Role and Responsibilities

As part of our plans to expand, we now intend to recruit a Bid Manager 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 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 and in conjunction with the other BidPartners team members, reporting to the Bid Director.

Typical activities will include:

- Taking responsibility for the management of bids, including developing bid plans and resource profiles
- Bid planning, scheduling, and storyboarding
- 'Owning' the bid calendar and outstanding issues lists; day to day management of progress of the bid
- Taking ownership of the review process and, in particular, handling the added issues created by reviews within complex multi-partner consortia and teams
- Management of all elements of publication, including managing external resources such as printers, where necessary

- Leading both BidPartners and our client's teams in the preparation of PQQs, ITTs and other bid documentation
- Incorporating win-themes, research and data mining into proposals in areas such as competitive analysis, end-client business strategy, market intelligence
- Managing the bid authors to track progress, resolve outstanding actions/issues and achieve delivery dates
- Reporting on overall bid progress; preparation of status briefing material
- Presenting progress and plans at management review meetings and client workshops
- Managing bid administration issues
- Liaison with other senior roles within the overall sale

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

Experience and Skills Required

Experience of managing major bids & proposals is essential. We are looking for an individual with the following attributes:

- First-rate bid planning, management and organisation skills
- Experience of structured approaches to bid management using recognised methods
- 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 out-of-hours effort when necessary
- Good attention to detail; maintaining and enhancing our high standards of delivery, quality and accuracy
- Ability to liaise effectively with customers / other suppliers to define / clarify requirements and collate relevant data/information
- Applicants must be highly computer literate and experienced with standard MS Office applications (MS Word, Excel, PowerPoint, Outlook, Visio), including problem solving in these applications in a bid environment and developing templates for bid authors. Experience of desktop publishing and managing external print organisations is an advantage



- Excellent written and verbal English skills and experience of writing proposals
- 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 joining the team.

- Salary and benefits are negotiable and commensurate with skills and experience
- There is the potential for sharing in company ownership in the future
- 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