

Bids & Tenders Executive (BTE)

<p>Job Overview</p>	<p>The BTE will support the business by planning and managing the bid process and delivering tender responses in line with the company's brand, position and processes.</p> <p>The bidding manager translates win strategies and business objectives into smart, compelling, consistent, customer-focused, error-free documents and presentations, project managing activity through department bid plans and escalating risk to bid leader/board where required.</p> <p>As a manager in the department, individuals are also expected to conduct market research and competitor analysis to develop win strategies and bid plans, train and coach members of the team, bring ideas and fresh thinking to the department and to identify opportunities and leads.</p>
<p>Principle Interactions</p>	<ul style="list-style-type: none"> • Reporting to the Marketing Manager. • Daily Interaction with Head of Sales & Sales Team. • Interaction with Senior Management and Directors • Interaction with other Skyguard employees
<p>Scope of Work</p>	<p>Developing a bid strategy;</p> <ul style="list-style-type: none"> • Analysing tender documentation to uncover what's important. • Monitoring & interaction with all tender portals. • Undertaking detailed client, project, scope, and stakeholder or competitor research to better understand opportunities. • Facilitating workshops with the wider sales/marketing/management teams to share knowledge and develop a strategy. <p>Execution of that strategy</p> <ul style="list-style-type: none"> • Being the ambassador for the strategy within the entire team (leadership). • Creating a strategy execution plan. • Creating an identity (graphics, tone of voice, look and feel), incorporating additional media or materials, to support that strategy. • Creating guidance and templates to support that strategy - CV and case study templates or writing style guides. <p>Manage the process</p> <ul style="list-style-type: none"> • Managing the project bid by analysing tender documents to define client requirements, deliverables, set deadlines and owners - the bid plan. • Project planning - owning the bid programme, highlighting interdependencies and monitoring/reporting on progress.

	<ul style="list-style-type: none"> • Attending internal progress meetings - bid kick off/regular progress meetings. • Attending external meetings - support the bid team through mid-bid, site and progress meetings. • Engaging in external consultants/SMEs. • Managing the appropriate dissemination, communication of client tender clarifications and facilitation of appropriate action in response. • Gathering and issuing any clarifications required to the client. <p>Write the bid</p> <ul style="list-style-type: none"> • Answering plan/storyboard with the team to understand the question or scoring mechanisms and set a clear path for bid team to deliver in line with your strategy. • Taking a proactive role in the writing of standard content, CVs and project profiles - closing gaps where possible by interviewing / questioning relevant parts of the business. • Proofing or copy-editing responses to ensure compliant, compelling, benefits-driven copy. • Taking the lead in writing compelling, factual, focused executive summaries. <p>Submit the bid</p> <ul style="list-style-type: none"> • Ensuring all required reviews and adjudication/sign-offs are achieved in line with Send For Help Group way. • Taking the lead in the bid programme, ensuring content is fully compliant and quality checked to deliver a bid to deadline. <p>Post-tender presentations</p> <ul style="list-style-type: none"> • Facilitating storyboarding of presentations. • Creating additional supporting content - printed models, video and large-format printing. • Coaching and rehearsing the team to ensure successful delivery. • Providing continuous improvement. • Capturing all new content within bid content library (aftercare). • Recording and sharing lessons learnt and best practice.
Skills & Experience	<ul style="list-style-type: none"> • Experience of working in a professional services environment, ideally built environment. • Minimum 5 years' experience specifically focused on bidding is desirable. • Extensive writing experience in a professional and/or journalistic environment. • Experience in project management. • Experience translating business, brand strategy to content or communications.

	<ul style="list-style-type: none"> • Very high standard of written English, skilled in editing copy to correct grammar, spelling and punctuation with the ability to shape compelling responses. • Strong knowledge of IT. Adobe InDesign and SharePoint experience are an advantage. • Skilled to manage delivery through direct reports and colleagues, including technical employees at all levels, bid colleagues, marketing and communications and external suppliers. • Skilled in working across departments, to include delegating responsibility, training and evaluating performance. • Strong commitment to internal client care. • Proactive, positive and organised. • Strong attention to detail and error-free delivery. • Flexible and open to changing priorities and managing multiple tasks simultaneously within compressed timeframes. • Ability to establish and maintain cooperative working relationships with team, colleagues and consultants/suppliers and stakeholders in a professional, consistent manner. • Ability to exercise judgment to solve tactical problems where the answer is not apparent.
<p>Personal Characteristics</p>	<ul style="list-style-type: none"> • A degree qualification or equivalent in a relevant discipline is desirable essential. • Professional memberships in APMP or CIM is preferred but is not essential.