

Role Title	Bids and Tenders Co-ordinator
Reports to	Kiran Sidhu (Head of Bids and Tenders)
No. of direct reports	0
Full / Part Time	Full Time
Grade	C2
Location	5 - 7 Giltspur Street, London EC1A 9DD. (GH Building)
Created/Updated by	Kiran Sidhu
Created/Updated on	January 18

*Everything we do contributes to achieving our purpose:
Helping people, organisations and economies develop their skills for growth.
This purpose drives everything we do.*

Our values

Our values **Imagination**, **Integrity** and **Leadership** are core to everything we do, and makes us who we are. They underpin the way we work, from how we treat our people right through to how we design our products. Living these values in everything you do at the City & Guilds Group will not only make this a great place to work, but ensure you thrive and are successful in your role.

Your mission

Supporting the Head of Bids and Tenders and the Bid Team in the production and development of multiple City and Guilds business critical multi-million pound UK and international tenders. To provide administrative support, co-ordinate and develop responses and supporting material to maintain and evolve the content library and meet bid deadlines, through writing, editing, formatting and proofreading.

What you'll be doing

- ✓ Daily horizon scanning/monitoring of government, commercial and public sector tender tracking websites/portal systems, identifying and flagging any new tender opportunities based on key criteria of automated alerts to the business.
- ✓ Assist with administering clarification questions/responses and submission of bids and undertake research projects as and when required.
- ✓ Write and review quality generic tender responses and some technical aspects with assistance from team members, ensuring content is error free and meets internal and customer deadlines through productive multi-tasking.
- ✓ Act as minute/note taker in bid meetings, capturing key actions for stakeholders and bid input from colleagues across the business (including: Assessments, Product, Finance, Operations, Marketing and Legal teams) in accordance with the project plan, created by the Head of Bids to deliver bid requirements on time; monitor and report on bid progress against plan. Feed updates to project plans as and when required to capture changes in activity accurately.
- ✓ Ensure development and continuous refreshment of the bid library with the latest bid and company information, excellent proposal content and support materials. Liaise with other areas of the business to collate information.
- ✓ Record bid qualification outcomes and tracking of wins/losses and provide reports on the progress of bids.

How success will be measured

- Able to meet internal and external deadlines successfully by following the set project/action plan in a timely manner without supervision – never fail to meet a bid submission deadline with all correct content as requested by customer.
- Pays attention to detail and uses initiative to understand full requirements so nothing gets missed.
- Able to prioritise workloads calmly and clearly and in an orderly method i.e. version control.
- Able to listen to actions and deliver the correct outputs and communicate clearly.
- Works well and cordially under pressure with colleagues across the business on a one to one level and in groups.
- Attendance, commitment to stay until the job gets done.

What we're looking for

We can't live without...

- Have the ability to work in close collaboration with colleagues and other teams that will provide key input/content/knowledge/review into tender submissions.
- Have a positive and flexible attitude and 'can do' approach.
- Excellent verbal and written communication skills.
- Strong time management and prioritisation and listening skills.
- Ability to work as part of a team.
- Have proficient IT skills, including the use of common IT packages (MS Suite).
- Willingness to learn about up to date information on the business' products and services and new developments in their field of work.

We would love you to have...

- Experience of working on Bids and Tenders - proposal writing/copy writing.
- Confident influencing skills, with an ability to problem solve creatively.
- Experience in managing stakeholders to submit ensure market leading Bid and Tender responses.
- Experienced in relationship building with both internal and external stakeholders.
- Have excellent project management skills, ensuring that all tender submissions are treated as projects requiring co-ordination of inputs from numerous contributors against tight deadlines.
- Previous experience or working knowledge of the Further Education industry would be advantageous but not essential.
- Exceptional attention to detail.
- Ability to conceptualise and think creatively.
- An eye for good design.

Your career with the City & Guilds Group

This role has a good career path, moving upwards from Co-ordinator level, through to Writer and then Bid Manager.