

BID COORDINATOR

London, Remote

£40,000 - £60,000

ROLE SUMMARY

Working closely with leadership, peers and partners, you will coordinate the end-to-end bid process, ensuring opportunities are managed efficiently from identification through to submission. You will be responsible for keeping bids on track, maintaining high-quality bid collateral and supporting the continuous improvement of our bidding capability.

The role will be primarily public sector-focussed but also offers the opportunity to work across private sector. Depending on your skills and experience, there will also be opportunities to contribute to wider business development activities, helping to shape how the business identifies, develops and wins future work

KEY RESPONSIBILITIES

- Coordinate the end-to-end bid process across public and private sector opportunities.
- Identify and monitor opportunities across procurement portals and framework notices, maintaining an up-to-date bid tracker.
- Coordinate opportunity triage, supporting go/no-go decisions with Business Unit leadership.
- Develop and manage bid plans, timelines and submission schedules.
- Review tender documentation, identifying key requirements, risks and actions.
- Coordinate contributions from consultants, SMEs, partners and associates, ensuring all inputs are delivered on time.
- Manage customer communications, clarification questions and submission portals throughout the bid lifecycle.
- Ensure all submissions are compliant, professionally presented and submitted to deadline.
- Maintain bid templates, case studies, CV libraries, service descriptions and other reusable bid content.
- Support consortium and partner bids by coordinating information and documentation.
- Produce pipeline and bid performance reporting to support visibility across the business.

Dependent on experience, you may also have the opportunity to:

- Work with leadership to develop and deliver the company's business development and growth strategy across public and private sector markets.
- Help shape the company's market positioning by contributing to service descriptions, value propositions, case studies, thought leadership and marketing collateral.



- Support with market, competitor and customer analysis to identify emerging trends and opportunities that inform business strategy.
- Contribute to the continuous improvement of the company's business development, bidding and growth processes, helping to develop a scalable and sustainable growth capability.

SKILLS AND EXPERIENCE

Essential

- Excellent organisational and planning skills, with the ability to manage multiple priorities and deadlines.
- Strong written communication skills with excellent attention to detail.
- The ability to coordinate activities across multiple stakeholders and keep work progressing.
- Confidence reviewing documentation and identifying key requirements, actions and risks.
- Strong administrative and project coordination skills.
- Excellent interpersonal and communication skills.
- The ability to work independently and proactively within a collaborative team.
- Good working knowledge of Microsoft Office, particularly Word, Excel and PowerPoint.
- A willingness to learn, develop and take ownership of new responsibilities as the role evolves.

Desirable

The following are not essential, but are key areas of interest for us. We also welcome applications from candidates looking to develop these skills over time.

- Experience managing public sector bids or working with regulated procurement processes.
- Experience supporting private sector proposals or business development activities.
- Experience coordinating multi-organisation or consortium bids.
- Experience maintaining CRM systems, opportunity pipelines or bid management tools.
- Experience undertaking market research, opportunity analysis or competitor analysis.
- Knowledge of business development planning, pipeline management or opportunity qualification.
- Experience supporting marketing initiatives, thought leadership or brand development.
- Confidence engaging with clients, partners and external stakeholders.
- An interest in developing a broader career within business development and growth.

Ready to apply? Please press the button below to email us with your CV and a brief cover letter outlining your suitability and rationale for applying for the role

APPLY NOW

