



Bid Manager Job Description

Job Specification

- Title: Bid Manager
- Location: Sidcup (hybrid working)
- Term: Full time, Permanent
- Reporting to: Group Bid Manager

About Frankham

Frankham Consultancy Group is a multi-disciplinary consulting company with 40 years of experience, providing a full range of design, engineering and consultancy services to the built environment.

At Frankham, we have a dedicated and knowledgeable team of industry experts, all with diverse abilities, striving to provide high quality solutions to all our clients. The company strives to improve the surroundings in which we all live and work.

Our belief is simple: use intelligent ideas to create human benefits.

We are looking for an experienced Bid Manager to join our capable and enthusiastic Bid Team. The successful candidate will demonstrate good knowledge and understanding of the APMP end-to-end bid process with excellent interpersonal skills to maximise the performance of bid preparation and presentation.

Experience Requirements

Bid Management

- Managing the full bid life-cycle, from receipt of notice to contract award.
- Preparation, including writing, co-ordinating and collating bid submissions on behalf of the company.
- Supporting the Group Bid Manager in the overall work winning strategy, promoting best practice bidding and actively seeking innovative ways to improve processes and increasing win rates.
- Proactively engaging with technical leads and teams to support them in bid preparation.
- Leading / organising bid kick off meetings, and facilitating strategy and brainstorm meetings where necessary.
- Tracking and monitoring bid submissions, establishing and recording feedback and communicating within the company. Refining future bids in response to any feedback.
- Managing, reviewing and updating bid library content, liaising with the Marketing team to help creating and updating bid CVs and case studies.
- Carrying out market research as part of pre-tender engagement.
- Building a pipeline of future contracts of interest, creating the necessary project and team to prospect that opportunity through investigation, understanding the requirement to make go or no-go decisions and generating a win strategy for those selected.

Key Skills and Attributes

- APMP qualified or willing to be is a must
- Proactive, positive attitude and willingness to learn is a must
- Solid Bid Experience within construction / consultancy is preferable
- Strong organisational, planning and communication skills
- Knowledge and understanding of the Public Sector bidding
- Proven track record of managing multiple projects with time-critical deadlines
- Excellent knowledge of Microsoft Office (Word; Excel; PowerPoint)
- Able to work on their own initiative
- Ability to engage and influence teams at all levels
- Excellent written and numerical skills
- Strong attention to detail
- Knowledge of InDesign is welcomed

Benefits & Initiatives

Frankham offer excellent benefits and initiatives, including:

- Flexible working scheme.
- SimplyHealth healthcare benefit.
- Long service award.
- Bonus scheme.
- Frankham Friday.
- Cycle-to-work scheme.
- Life assurance.
- Annual leave inc. sell, buy & carry-over policies.
- Annual season ticket loan.
- Enhanced maternity & paternity pay.