



Job Title: Bid Coordinator
Location: Harwell Campus
Type: Full time, 37.5 Hrs/week
Reports to: Director

Main purpose of the job

The Bid Coordinator is responsible for providing vital support to the Business Development team by identifying new opportunities and ensuring the successful preparation, submission, and delivery of bids, proposals, and tender documents.

The successful candidate will work closely with various departments of the company to lead or support bids from initial qualification, through to feedback and award. This includes ensuring that all bid documentation meets the required quality standards and complies with company policies and procedures. Additionally, the post holder will be responsible for passing successful opportunities to the operations team and filing unsuccessful bids for future research purposes.

Main duties & key responsibilities

As a Bid Support Officer, you will provide solid and consistent support to Business Development and other team members, working with them to ensure the success of ELS.

- Track online opportunities for tenders and proposals from a range of frameworks and sites, and manage the bid qualification (bid go/no-go) process for new opportunities.
- Assist in the preparation of bids and proposals by conducting research, compiling information and data, and coordinating with internal departments.
- Manage the administrative process of bid submissions including formatting, proofreading, and editing proposal documents.
- Writing engaging bid and proposal content that articulates the ELS value proposition to potential and retained clients, when required.
- Monitoring bid deadlines, tracking progress, and managing the submission process to ensure timely and compliant bid submission.
- Creating and maintaining bid project plans and schedules using Monday.com and AccessPlanIt.
- Organise and maintain the SharePoint bid library, ensuring all previous proposal documents and related materials are up to date and readily accessible, as the point of contact for all bid-related queries.
- Maintain accurate records of all bid-related activity and assist in the analysis of bid outcomes and win/loss rates. Record and analyse bid success rates, preparing information on project progress to assist management meetings.
- Continuously monitor and evaluate the company's proposal process and make recommendations for process improvement.



- Adhere with company compliance in security, health & safety, and environmental procedures.
- Any other duties as required.

Qualifications / experience

Essential	Desired
<ul style="list-style-type: none"> • Educated to GCSE Grade C or equivalent including English and maths • Ability to undergo and gain a UK Security check 	<ul style="list-style-type: none"> • Project Management Foundation Level qualification (such as PRINCE2, APM PFQ or APMG PPC) • Shipley qualification

Skills and attributes

Essential	Desired
<ul style="list-style-type: none"> • Ability to prioritise workload in a fast-paced environment. • Team player • Excellent written and verbal communication skills. • Resilience and ability to work proactively under pressure. • High attention to detail and ability to review documents effectively. • Proficiency in MS Office applications and experience with MS Teams, SharePoint, Excel and Outlook. • Professionalism in communication, telephone manner, and writing skills. • Strong time management and organisational skills, including the ability to manage multiple projects and deadlines independently. • Friendly and social personality with a can-do, hands-on attitude. • Flexible approach to working hours. 	<ul style="list-style-type: none"> • Previous experience in bid support, proposal development, or a similar role. • Knowledge of learning and development organisations • Experience managing projects. • Experience of scheduling software Monday.com and AccessPlanIt • Experience and working knowledge of portals for proposal/bid submissions.

Package:

Salary: £26,227.50 - £28,000

Holidays: 22 days + 3 days paid shutdown between Christmas & New Year + all public holidays

Pension: 5% employee, 3% Employer contribution



Additional benefits:

- Specsavers Discount Vouchers
- Healthcare Cash Plan
- Reward Gateway- Employee Discount Platform
- Cycle to Work Scheme
- Access to wellbeing support and Employee Assistance Programme
- Mental Health First Aiders
- Up to 5 days paid CPD following successful completion of probation

Equality, Inclusion & Safeguarding

The company is committed to equality of opportunity, safeguarding, and creating a respectful and inclusive working environment for all employees.