

Start a new journey,

help shape the future with The Temple Group



Job Title: Bid Manager
Salary: Up to £50,000 Dependent on Experience
Location: Central London preferred but other locations could be considered
Role Type: Full-Time Permanent

OVERVIEW:

Temple is one of the UK's leading independent infrastructure and property consultancies, specialising in environment, ecology, planning and sustainability. Working with our clients, and with a team comprising many recognised industry leaders, we work on exciting, complex, challenging and globally relevant projects, programmes and schemes and are proud of our many and varied achievements. We provide a bespoke professional service to clients so that they can make the right decisions and achieve the best outcomes, and we do this by leveraging our experience and breadth of skills alongside our insights, commitment, and ethical approach.

If you are interested in this role, please send a covering letter to recruitment@templegroup.co.uk, stating your current salary, the role/position/grade you are applying for. Please also attach a copy of your latest full CV.

The Role:-

- We have a new opportunity for a Bid Manager to join our busy Business Development and Sales Team. The focus of the role is to drive new business to Temple by delivering proposals across the UK for all our environment, sustainability and town planning business units. We are looking for a candidate who has strong and proven experience of both delivering and managing bids.
- Working closely with our Managing Director, Divisional Directors and Sales Account Director, you will work on bids across the whole company with responsibility to take ownership from the beginning to the end of the bid process. You will also contribute to the ongoing development of the team, improving processes, documentation, reporting and advancement of the team. This is an interim 12-month role to provide for maternity leave cover, however for the right individual we would be interested in them staying with the business on a permanent basis as part of our plans to invest in and enhance our Business Development and Sales Team.

The Candidate:-

Your responsibilities:

- Seek opportunities by monitoring and circulating contract notices;
- lead, guide and orchestrate overall proposal process from RFP/RFI, PQQ, EoI, ITTs to final delivery to client,
- communicate across all business units and internal stakeholders: schedule calls, build timelines for review, host kick-off /storyboard /strategy sessions,
- identify, assemble and brief the bid team, and ensure their focus and motivation,
- coordinate and manage deadlines and governance,
- ensure bids are being prepared in good time and in a manner consistent with Temple's values and standards,
- review and critique content as it is produced by the contributors, ensuring the overall

- submission tells a consistent and clear story that answers the question,
- portal bid submission, and update the bid reference library with reusable sections of the submission,
- ensure directors and senior staff are available to review bids prior to deadline,
- respond to clarification questions in a timely manner,
- lead proposal learning reviews, providing objective responses and clear actions,
- work closely with the business development and sales team, as well as marketing.

Your skills and experience:

The ideal candidate will have experience in bid management – ideally in the built environment, sustainability, planning, ecology and construction sectors and:

- be able to manage complex, multi workstream opportunities, often in parallel or conflicting timescales and deadlines;
- be capable of delivering winning bids for consultancy services projects and frameworks,
- be highly organised with strong written and spoken communication skills,
- have strong collaborative and people engagement skills,
- be able to bring valuable input to bid win strategies and commercial discussions,
- be comfortable working alongside Technical Specialists from each Business Unit,
- have the ability to prioritise tasks.

Your qualifications:

- Be degree educated, although if you are highly experienced then this may not be essential;
- Association of Proposal Management Professionals (APMP) Foundation, Practitioner or Professional accredited or alternatively, relevant project management qualifications e.g., APM/Prince2 - Practitioner or Professional level.

Temple provides a wide range of training to its staff including in house workshops run by our experienced team; seminars and presentations from relevant industry professionals in a wide range of environmental, town planning and sustainability disciplines and external project management training.