Role summary

As a member of the bid team, the role involves working under the direction of Partners and Head of Bids to write and produce bid documents, proposals and presentation material to help the practice win new work. The bid team is part of the larger communications team that supports the design studios in bidding for new work and promoting the practice though research, online media, exhibitions and publications. The desired individual will need to have excellent skills in brief analysis, writing and communication, and a can-do-attitude, able to support other departments in a fast-paced, creative environment.

Role definition

Job Title: Bid Writer

Reporting to: Head of Bids on a day to day basis and ultimately to Head of Communications and Senior Partner

Responsibilities

- Working with partners, project managers and communication team members to produce written material for bid documents, OJEU responses, RFPs, RFQs, competition reports, project texts etc.
- Write technical responses for bid submissions
- Intelligent analysis of brief documents and undertake research on potential projects or clients to enable writing a bespoke bid
- Working with design studios to ensure accurate information is gathered and prepared for bids
- Re-write and edit proposal responses from a variety of stakeholders
- Writing and editing CVs and past project case studies, liaising closely with individuals
- Lead bid storyboard sessions with bid team members and key stakeholders
- Understanding and learning the Foster+ Partner's portfolio of work
- Proof reading for correction of grammatical, punctuation and spelling errors and compliance with Foster + Partners' ("F+P) style guidelines
- Communicating and collaborating effectively with other members of the Communications department
- Thorough knowledge of and compliance with Foster + Partners's administrative procedures and standards
- To contribute, or otherwise assist, as required

Qualities and skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based
- Experience of working as a writer in a design or professional services company
- Great communication skills and a high standard of written English
- Excellent literacy skills, with an extensive vocabulary

- Able to resolve problems and work proactively
- The ability to quickly create rapport with people in all levels of our business and our clients'
- Good technical knowledge of Adobe InDesign
- Experience writing bespoke bid responses and understanding of bid processes and bid scoring e.g. OJEU responses, RFPs, RFQs and competitions
- Able to build good relationships at all levels, internally and externally
- Able to ensure that discretion is exercised when dealing with sensitive information and that appropriate confidentiality is maintained at all times
- Able to demonstrate a flexible approach
- The ability to manage a complex workload, prioritise under pressure, and multitask
- Due to the nature of the position and requirement to meet deadlines there will be a requirement to work additional hours, on occasions

Desirable

- Fluent in foreign languages
- Interest in architecture, arts and design

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

October 20