

Role Summary

As a member of the bid team, the role involves working under the direction of partners and the Head of Bids to oversee the quality of bid documents, proposals, and presentation material produced by the team to help the practice win new work. You have a well-established track record of leading high quality bids within a fast paced environment. You know how to multitask across many live bids, staying on top of details and deadlines, and where to apply your attention to get the best out of the wider bid team. You are confident in developing win themes and bid strategies, comfortable coaching a creative team into articulating a clear and compelling message for clients while remaining true to our brand identity. You can write and edit fluently, ensuring that the content focuses on the message and maintains our house style, as well as giving notes to other writers to improve text while limiting your hands-on involvement. You are a good mentor, teacher, and coach, with a strong grasp of best practice bid process and a passion for helping others succeed.

The bid team is part of the larger communications team that supports the design studios in bidding for new work and promoting the practice through research, online media, exhibitions, publications and graphics.

Role Definition

Job Title: BID Excellence Manager
Reporting To: Head of Bids on a day to day basis and ultimately to Head of Communications and Senior Partner

Responsibilities

- Mentor and develop the skills of the wider bid team
- Coach and train team members in the Foster + Partners bid process, acting as process guardian and champion
- Review draft submissions for quality and accuracy
- Edit and, where necessary, write text for bids, providing constructive feedback to bid writers at all stages of the writing process
- Contribute to Go/No Go bid analysis and decision making
- Intelligent analysis of brief documents, including assessing scoring criteria and flagging potential issues/key factors
- Build and maintain relationships with Commercial and Legal teams
- Holiday cover as needed for Senior Bid Manager, Knowledge Manager, or Head of Bids
- Work with the Bid Managers and project teams to develop win strategies/themes and structure responses
- Support the Knowledge Manager with work on the bid library
- Learn and understand the Foster+ Partner's portfolio of work
- Proofread for correction of grammatical, punctuation and spelling errors and compliance with Foster + Partners' style guidelines
- Contribute, or otherwise assist, as required.
- Equity, diversity & inclusion (EDI) is a core priority. To support and champion the embedding of this focus as a collective workforce responsibility, EDI should be integrated, where relevant, into all workstreams.
- Thorough knowledge of and compliance with F+P procedures and standards.

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 preparing bid documents and knowledge of bid process best practice and strategy development
- Excellent written and verbal communication skills – articulate and diplomatic manner and ability to persuade people to see their views
- Able to work independently and as part of an effective team
- Methodical, accurate and consistent attention to detail
- Able to ensure that discretion is exercised when dealing with sensitive information and that appropriate confidentiality is maintained at all times
- Excellent organisational skills.
- Self-motivated and able to take responsibility.
- Able to demonstrate initiative and a proactive approach to daily tasks.
- Good interpersonal skills and able to work independently and as part of an effective team.
- Flexible attitude.
- Able to build good relationships at all levels, internally and externally.
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure.
- Able to work as part of an effective team assisting and supporting team members.

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 postholder.