



Bid Coordinator

Job Description

THE PRACTICE

ADP (Architects Design Partnership LLP) is an expanding, ambitious and well established architects' practice. It employs over 100 staff and currently operates from eight studios in the UK with one international office, in Delhi NCR.

ADP is a limited liability partnership. It currently has 6 Equity Partners and 14 Directors in the UK. Equity partners are either responsible for the management of the practice and leading our strategy in key sectors, while Directors are responsible for work winning and key client management.

JOB LOCATION

ADP LLP has offices in London, Birmingham, Edinburgh, Glasgow, Oxford, Sherborne, Manchester, Newcastle and Delhi NCR. As the ADP marketing team is based in Oxford, the role is based in the Oxford studio. Occasional travel will be required from time-to-time to work on bids with local teams.

JOB PURPOSE

The purpose of the position is to assist the practice, including the Partners, Client/Project Directors, Head of Communications, Business Development Director, Marketing and Bid Manager and the broader team in achieving our overall marketing and business development objectives.

The main objective for this position is to work with the marketing team and partners to deliver high-quality bid submission documents – either as 'expressions of interest' or as specific responses to competitive tenders – delivering a compelling argument for hiring the practice.

Additionally, this role requires supporting the marketing team with marketing communications activities such as copywriting marketing and bidding collateral, graphic design of presentations, and helping with the organisation of events and photography as required.

DESCRIPTION

The following list outlines specific objectives that are required to meet the above overall objectives. Further objectives will be identified from time to time. The list below is not therefore exhaustive, but is intended to give an indication of the nature and scope of the work required:

- Monitoring potential opportunities that come into the practice and distributing these opportunities to the partners and Business Development Director/Marketing and Bid Manager for strategic review.
- Creating job numbers in Synergist when bid opportunities come in
- Producing submissions in response to Pre-Qualification Questionnaires and Invitation to Tenders for architectural services, ensuring that submissions are of a high and consistent standard, clearly communicating ADP's brand values and key strengths.
- To assist the partners in formulating their responses to architectural advertisements, turning their thoughts and core knowledge into compelling copy.
- To ensure that material is grammatically correct, well-researched, and without spelling mistakes.
- To carry out, when required, marketing and business development research under the guidance of the Marketing and Bid Manager or the Business Development Director.
- To work with the Marketing team to bring new ideas and proposals to the partners from time to time, to keep the bid material fresh, compelling and to take account of advances in technology and new communication techniques.



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PERSON SPECIFICATION

This key role would suit someone with experience of working on bid submissions for Pre-Qualification Questionnaires and Invitation to Tenders preferably within the architectural or construction industry.

The role requires someone with the ability to work well under pressure, meet multiple deadlines, be confident working with senior management and have process-driven approach to multi-tasking.

The successful applicant shall be able to demonstrate excellent interpersonal and presentational skills, a meticulous eye for detail, graphic ability, and first class writing and literacy skills – in particular, proof reading. Adobe InDesign is essential together with good Microsoft Office and administration skills. An understanding of marketing and communications is also desirable.

It will be necessary to prioritise workload and identify objectives. ADP is a demanding environment, with an emphasis on working to deadlines. The Marketing Team has many varied responsibilities, and an excellent work ethic and team mentality is absolutely essential. The ability to work effectively as part of the wider ADP team will also be necessary.

The candidate must be self motivated and with the ability to work on their own initiative. ADP seeks to project a highly professional and well-organised image and the role of the Marketing Team is pivotal in achieving this.

GENERAL CONDITIONS

- Salary - competitive
- Hours - 35 hours, Monday to Friday
- Holidays - 20 days per year
- Confirmation - The position will be subject to confirmation after a probationary period of three months' satisfactory service.
- Training- All members of staff have a performance and development file, and are given training identified and agreed as being necessary under our Investors in People programme. Staff performance reviews are held twice a year.