

*Forward thinking*  
Straight talking



## ***Bid Coordinator***

JOB SPECIFICATION

Gateley /

**POSITION:** Bid Coordinator  
**LOCATION:** Birmingham/ Manchester  
**CONTRACT TYPE:** Permanent

## The *role*

Reporting to the Bid Manager for Gateley Transform, the Bid Coordinator supports the winning of profitable work through the sales and tender process the Gateley Transform leadership teams (t-three and Kiddy & Partners).

You will support the Bid Manager to ensure that responses are delivered on time and accurately, in compliance with client and regulatory requirements.

Gateley are fully embracing the new hybrid culture, so a mixture of both home and office working is available.

Key responsibilities

- Working with the Bid Manager, keeping track of opportunities on tender portals and scoping and evaluating bids.
- Managing the People Platform/ Gateley Transform pitch precedent bank, gathering best practice responses to commonly faced questions.
- Complete supplier questionnaires and procurement requests for standard questions, liaising with the Bid Manager.
- Working collaboratively with the Bid Manager – Gateley Transform and New Business team across the wider business.
- Carrying out research on clients and prospective clients.
- Support the Bid Manager in the production of pitch responses, credentials, case studies, capability statements, testimonials, and other impactful and engaging client collateral for use in client acquisition activities, working closely with the Bid Manager.

Where Gateley Transform bid workload allows, you will also work on wider People platform bid opportunities.

## The *team*

With 75 people within our Marketing and Front of House teams, we support on all aspects of marketing and business development across Gateley including internal and external communications, bids and sales, client development, events, digital and marketing projects.

Winners of the 2020 Excellence in Sales and Marketing Award at the Greater Birmingham Chamber of Commerce Awards and shortlisted in the 2022 Best Marketing Campaign Award at the Managing Partners Forum Awards, the Marketing team at Gateley has more than doubled in size in seven years, reflecting the investment that the business has made in attracting and retaining exceptional marketing talent.

We continue to develop and evolve our proposition and are looking for individuals with a 'can do' mentality to join the team.

## The *person*

The role is suitable for those looking to grow a career in bid/tender management. Candidates must be able to demonstrate the following skills:

- Marketing graduate or junior bids/tender professional
- Excellent communication skills both written and verbal with the ability to influence.
- Ability to maintain and develop client relationships at a senior level.
- Knowledge of CRM systems and online research tools.
- Excellent IT and numeracy skills.
- Strong personal organisation skills Fastidious attention to detail
- Ability to prioritise own workload
- Work well under pressure
- Positive attitude, self-motivated and capable of taking ownership of tasks
- Working within a team in a collaborative way

This job description is not an exhaustive list due to the requirements of the role. Therefore, the job holder may be required from time to time to carry out other ad hoc tasks.

## The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

## We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe,

Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

## ***Diversity, inclusion and well being***

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

## **Additional Information**

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.

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