

Job Description

Job title	Apprentice Bid & Proposal Coordinator (x2 posts)	Job family	Business Development
Reporting to	Head of Bids / Proposal Manager	Salary	£14,000 per annum (Full Time)
Location	Head Office / Remote	Evaluation Date	July 2022

Job Purpose

This role is an exciting opportunity for an individual to work and develop within a busy, dynamic team. Working centrally to provide services to internal/external stakeholders across Priory's divisions (Healthcare and Adult Care), this role has excellent exposure to a range of business support functions, offering excellent career progression opportunities including on the job training and development. This provides a challenging and dynamic role for any individual looking to begin their professional career. Developing an understanding of how the Bid process works and contracts are won in the Health and Social Care sector.

Working as a member of a flexible team, the Bid & Proposal Coordinator may be required to support colleagues in completing bid submissions and in a range of administrative and support tasks. Work volumes fluctuate over time and deadlines are sometimes challenging, so the Bid & Proposal Coordinator must be able to work calmly under pressure and be able to work flexible hours from time-to-time.

With support you will be helping the team identify opportunities and will be trained to use a number of databases, including Salesforce and procurement portals to complete internal reporting.

Responsibilities

- The Bid & Proposal Coordinator is responsible for supporting the Bid Team to identify, bid and win tenders, working in line with bid processes and submission deadlines.
- Supporting the team with the administration, development and production of bid responses from new and pre-existing, internal and external resources.
- Working as a member of a flexible team, the Bid & Proposal Coordinator may be required to support colleagues reviewing and editing their submissions and in a range of administrative and support tasks.
- Researching information sources on the internet and in journals to develop up to date knowledge of the current market, and the collation and organisation of supporting materials.
- The Coordinator will also provide the team with general administration support and will need to have a 'can do' approach
- The Coordinator will actively support with weekly, monthly and annual reporting and identifying trends.

Knowledge / Education / Skills

- Good writing skills and good grammar
- Collate proposal documents using library/information stores, search engines/corporate directories
- Ability to use a range of tools, methods and search engines, to analyse and assimilate data, such as competitor analysis or customer research
- Good verbal and written communication skills, and ability to communicate professionally with colleagues at all levels of the business
- Liaise with sales/legal/finance teams and other virtual team members as necessary
- Putting the customer first and tailoring bid documents to their needs, wants and requirements

- Build relationships with colleagues and subject matter experts across the business, learning the 'go to' people and how to manage their input
- Build rapport and trust
- A self-starter, with a desire to succeed
- Experience of Microsoft Office; Word, Excel and PowerPoint are essential.

Experience

- Knowledge of or experience working in health or social care, or a similar sector (preferred).
- Writing and time management experience are essential.
- Demonstrable ability to manage multiple projects and working to deadlines.

Communication

The role holder will regularly be dealing with a range of situations (sometimes challenging), with a wide range of both internal and external stakeholders, requiring excellent communication and interpersonal skills.

Responsibility

Information

- Shared responsibility for the confidentiality, security and accuracy of bidding information.

Safeguarding

All colleagues have a responsibility to protect and safeguard vulnerable individuals at risk (whether children or adults). Colleagues must be aware of local child and adult protection procedures and who to contact within the Local Authority Safeguarding team for further advice. All colleagues are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Working Environment

Occasional evening work and overnight stays.