



Bid Consultant

Role Profile

We are seeking a strategically minded hands-on bid consultant to join our successful team of deeply trusted expert deliverers.

You will be working with our team to deliver expert bid services including bid strategy, answer planning, bid review and bid management.

This role provides endless possibilities for the successful candidate. It's designed for someone who is comfortable with responsibility, challenge and high expectations, someone who wants to get stuck in and is motivated by success.

Our business and team

At ShineX we pride ourselves on our work. We are here to help our clients grow and reach their potential. We are a fast-paced consultancy that thrives on challenging the norm. We practice the art and science of bidding, driving change and innovation to create the blueprint for success.

We are a diverse group of deeply trusted expert deliverers, widely sought after to support ambitious companies across the UK to grow and win work in competitive bidding environments.

We serve our clients and each other with love, care and diligence.

You will be

- Able to work at a very fast pace, with a calm and methodical personality when under pressure
- A proactive thinker who will be able to juggle multiple projects at one time and pre-empt the Clients requirements
- Resilient, challenging when necessary but also knowing when to just crack on
- Process driven with a strong attention to detail
- Persistent and comfortable with a relentless pursuit of the best
- Able to work independently with minimal direction, whilst also functioning and contributing as part of a team
- Comfortable working remotely with regular communication and collaboration through online platforms
- Excited about joining a fast paced and growing agency and playing your part in our future success
- Prepared to work in an environment that is bidding relentlessly – it's what we do
- Highly computer literate

Key responsibilities

- Lead and support delivery of bid consultancy services across all stages of the bid process
 - Review the bid documentation and undertake bid set up activity
 - Gather, review and analyse intelligence and research
 - Work with the client bid team to develop the bid strategy and win themes
 - Contribute to and capture answer plan workshops to develop answer plans
 - Undertake critical friend bid reviews and editing through the bid development process
 - Work with graphic designers to manage the design and production of the bid submission documents
 - Day to day project management to ensure all jobs are delivered and billed on budget
 - Collaborate with other members of the ShineX team to support companywide initiatives and activity
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Experience	<ul style="list-style-type: none">• Bid, project and team management either Client side or Consultancy side (or both)• Experience in developing and implementing bid winning strategies• Skilled writer and editor with strong attention to detail and ability to adapt to different tones• Ability to disseminate highly technical information• Flexible to adapt to changing priorities and able to work to tight deadlines.• Good relationship builder and maintainer with internal and external stakeholders at all levels• Design management and print production experience• Strong consultancy skills and experience of working in a client-focused environment• Experience of leading bids in one or more of the following sectors: Frameworks, Education, Health, Rail, Highways, Aviation, Defence, Financial Services, Business Process Outsourcing, Leisure and Commercial
Industries	The role will work across a wide variety of industries, experience in construction, infrastructure and professional services would be beneficial but is not essential.
Location	<p>The role is home based. Our team works across England, Ireland, Scotland and beyond.</p> <p>There may be some travel to client offices subject to guidance on Covid-19 later in 2021.</p>
Employment type	Flexible options - Full-time, Part-time, Freelance arrangements.
Salary	Competitive salary
Perks of the job	<p>Remote working Paid holiday/ vacation Pension plan Close knit team where your opinion really matters Regular team meet-ups and retreats Covid permitting Profit share after 12 months</p>
Level	Entry level to mid-level experience
Application	<p>If you feel that you have the desired skills and experience, send through your CV and 400+ words on why you want this job and what you'll bring to it.</p> <p>The job will start as soon as you can.</p>