

## Bid Manager

### Job Description

#### Introduction

#### Are you ready to take the next step in your bid management career?

We are looking to appoint a Bid Manager to deliver the planning, coordination, and submittal of high-quality bid responses across a range of sectors, including defence and the wider public sector.

This is an excellent opportunity for someone with some existing bid experience who is ready to take ownership of the bid process and further develop their skills in a dynamic and supportive environment.

The Bid Manager will collaborate closely with Sales, Technical, Delivery, and partner teams to ensure our proposals clearly articulate our value and meet customer expectations.

We are NCL (Net Consulting Ltd.). Founded back in 2006, our team of experts are committed to propelling and protecting our customers' businesses using state-of-the-art IT management and cyber security services and technology.

Based in Cardiff, and with offices located globally, we've been helping companies in both the private and public sector perform optimally and securely for over 16 years. We pride ourselves on the service to both our customers, but also our employees. With a team dedicated to employee wellbeing and engagement, we offer a host of benefits and perks to ensure that our team enjoy the time they spend at work.

Please note that our roles are only available if you hold or fulfil the criteria to obtain a UK Security Clearance.

#### Responsibilities

- Manage and deliver the end-to-end bid process, from opportunity tracking through to final submission
- Coordinate and Create proposals that enable NCL to acquire and retain customers
- Ensure bid timelines and deliverables are met in line with internal governance and customer deadlines, including team proposal meetings.
- Working closely with NCL's Enterprise & Defence Sales Team to fully understand prospective customer requirements and ensure that Net Consulting's value proposition is communicated
- Creation of written responses, ensuring clarity, accuracy, and alignment with requirements
- Further develop and maintain a library of reusable bid content and supporting materials
- Manage internal bid reviews and continuous improvement initiatives for success
- Work collaboratively with external parties to manage bid responses

## Qualifications & Key Accountabilities

- Degree in business, Law, and/or a commercial qualification
- APMP Foundation or interest in working towards certification
- Experience in bid writing, coordination, and/or management
- Understanding of public sector or defence procurement is beneficial
- Strong written and verbal communication skills
- Excellent attention to detail and ability to manage multiple deadlines
- Organised, proactive, and confident working across teams
- Must hold or be eligible to obtain UK Security Clearance (SC)

## Company Benefits

- Competitive Salary (Pay Grade G)
- Workplace Benefits: Contributory Pension Scheme, Private Medical Insurance, Life Assurance,
- Critical Illness Cover, Health & Wellbeing
- 25 Days' Annual Leave (in addition to Bank Holidays)
- Your Birthday off
- Regular team events
- Performance Bonuses (Personal & Company)
- Excellent Career Progression Opportunities