

## Job Description

<b>Job Title:</b>	Bid Project Manager
<b>Group:</b>	Education Services
<b>Dept/Project/Service:</b>	Business Development
<b>Reports to:</b>	Bid Hub Lead
<b>Responsible for:</b>	N/A
<b>Usual office base:</b>	Reading
<b>Grade:</b>	6

### **Job Purpose:**

To project manage the implementation of business development projects, ensuring they are completed on time and to a high quality.

### **Job Objectives:**

1. Project manage education business development projects and bids, Including : developing and maintaining project/bid plans and project documentation; communicating with key internal and external stakeholders (clients, partners, education consortia, education consultants); organising logistical arrangements; completing compliance requirements; managing diaries; arranging meetings and taking minutes; and coordinating the sharing of information.
2. Collaborate and then project manage and build the Business Development team's knowledge management, including our bank of capacity statements.
3. Collaborate and then project manage and build the Business Development team's bid toolkit and compliance documentation.
4. Coordinate the allocation of resources to ensure that all aspects of a project/bid can be managed effectively taking into account cross project dependencies.

5. Maintain an overview of the projects/bids and regularly review, monitor and report on the progress in accordance with Standard Operating Procedures (SOPS), to ensure outputs are delivered to time and quality specifications.
6. Identify and escalate risks and issues in accordance with the SOPS and propose appropriate mitigating and preventative action.
7. Work with finance colleagues to with finance colleagues to ensure that budgets /commercial proposals are developed, and budget SOP requirements are met
8. Implement project management, administrative and quality assurance processes to ensure projects/bids run efficiently.
9. Support the Business Development team in bid development including collating corporate information such as project references and CVs and providing input into the production of bid documentation, where necessary taking responsibility for compliance requirements, final bid production, diagram creation, formatting and submission.

## Scope:

Based from the Reading office with some flexibility for home working. Some international and national travel may be required for short periods.

The role is likely to involve working outside standard working hours during the formal procurement phase of new opportunities.

## Person Specification:

### Knowledge

#### Essential:

- » A good knowledge and understanding of project management tools and techniques
- » Ability to manage and analyse project data

#### Desirable:

- » Prince 2 trained at Foundation Course Level
- » A good knowledge and understanding of business development and bidding tools and techniques

## Experience

### Essential:

- » Proven successful experience in a Project Manager role, including preparation of project plans, risk and issues logs, management of project action plans
- » Proven successful experience in business development and preparation of bids/proposals
- » Ability to be pro-active, use initiative, demonstrating commitment and flexibility
- » Evidence of having operated in a pressurised environment
- » Ability to prioritised workload and work to deadlines
- » Evidence of working on multiple projects and tasks
- » Experience of monitoring work, ensuring its quality and acting to correct problems arising

## Skills

### Essential:

- » Excellent IT skills – accurate word processing and expertise in using MS Office applications including MS PowerPoint, Word and Excel
- » Excellent planning and organisational skills
- » Very strong stakeholder liaison and interpersonal skills with the ability to work collaboratively in cross-functional teams at every level across the organisation and with a wide range of internal and external stakeholders
- » Good data management and analysis skills
- » Written communication skills must be well developed
- » Concern for detail to ensure the accuracy of information
- » Completer/ finisher
- » Self-starter with ability work proactively
- » Good team worker

**Competency Band:** 4

### Key competencies for the role:

Our Values	Key Competency 1	Key Competency 2
<b>Excellence</b> – creating and leading success	Delivering excellent service	Responding to change
<b>Integrity</b> – supporting and building trust	Communicating with impact and empathy	Following through responsibilities

<b>Accountability</b> – delivering and improving	Delivering commercial outcomes	Continually improving
<b>Collaboration</b> – engaging and partnering	Making effective decisions	Engaging others to achieve goals

**Job Family:** Programme & Project Management / Planning

***Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and for applicable roles, successful candidates are subject to relevant criminal record checks with national police authorities or the UK's Disclosure & Barring Service.***

***Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.***