|  |  |
| --- | --- |
| Job title: Bid Manager | Location: Newcastle upon Tyne |
| Department: Sales & Strategy  Reports to: Head of Bids | No. of direct reports: *0*  No. of non-direct reports: *0* |
| Grade: D2 | |
| **Purpose of role** | |
| As a Bid Manager, you will work within M Group Energy, with a specific focus on home decarbonisation for AgilityEco. A part of M Group Energy, AgilityEco delivers specialist turnkey retrofit programmes, supporting partners in meeting their obligations with the shared goal of reducing carbon emissions and alleviating fuel poverty.  AgilityEco’s clients include local authorities, housing associations, and private funders. The organisation engages directly with consumers to provide energy efficiency advice and support, facilitating whole-house, fabric-first energy efficiency retrofit upgrades.  In this role, you will contribute to the achievement of planned growth targets by effectively managing tendering activities for both AgilityEco and the wider Energy Division. You will be responsible for building a robust bid library of case studies and capability documents, adhering to governance processes, and supporting work-winning activities. A key aspect of the role involves close collaboration with operational teams to drive business growth.  We are seeking a professional, dynamic, and resilient individual who can lead from the front. Ideally, you will have a strong background in public sector bidding and experience working with local authorities. However, we also welcome candidates who are eager to learn and thrive in a fast-paced, evolving environment.  We are looking for individuals who are passionate about communicating our message—whether through precision-engineered technical responses that maximise tender quality scores or through polished presentations and visuals that highlight our market-leading services and commitment to quality.  You must be comfortable working under tight deadlines and managing the pressures of a business development environment, including the highs of success and the occasional near miss. | |
| **Key responsibilities** | |
| **Bid Management**   * Develop a strong understanding of the home decarbonisation sector and the specific requirements of the grant-funded market. * Manage key tenders through multiple levels of governance to support the delivery of the Business Plan. * Capture lessons learned from previous tenders and build a high-quality, compelling content library, including case studies and client testimonials. * Collaborate with other teams across the division to deliver winning proposals and meet business targets, including leading bid kick-off and storyboard sessions. * Maintain and update records on tendering portals, including Frameworks and DPSs, ensuring compliance with documentation and accreditation requirements. * Maintain the AgilityEco bid library and support the use of our bespoke AI toolkit. * Ensure effective communication across the division, working closely with sales and business development teams. * Conduct continuous improvement activities, including reviews and lessons learned. * Ensure final bid submissions are complete, accurate, and well-written, reflecting client needs and showcasing the strengths of the Energy Division. * Coordinate with key functions such as estimating, commercial, and governance teams to ensure timely and compliant submissions. * Gather and apply market intelligence on grant funding, retrofit energy efficiency, and local government net-zero initiatives to inform colleagues and identify opportunities.   **Supporting the bid team and wider business development activity**   * Act as a senior member of the bid team to offer support and guidance to others * Supporting reporting activities when required * Offer support and input into the bid team to ensure the best outcome for the business and clients, e.g., sharing in and developing best practice across the division and wider group business. | |
| **Specialist qualifications, skills & experience** | |
| * Minimum of 3 years relevant industry experience. * Previous Bid Writing experience / tender or proposal writing, preferably with APMP Foundation or Practitioner level certification. * Excellent communication skills, able to engage with all levels of an organisation and influence key stakeholders * An ability to interrogate tender documents and extract critical detail from colleagues to enhance bid submissions. * A proven track record of innovation and identification of creative solutions to respond to customer requirements. * Understanding of the retrofit industry and the processes involved in the installation of insulation, heating and renewables into domestic properties. * Experience in working with Local Authorities and an understanding of public procurement rules. * Strong written English language skills * Project management skills. * Ability to analyse data analysis and present comprehensive reports. * Willingness to travel as required. | |
| **Diversity and equal opportunities:**  Morrison Data Servicesis committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.  Our commitment is to provide a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.  We want our employees to feel healthy and supported at home and at work, which is why we offer access to our employee assistance programmes as well as our Online GP Service, 24 hours a day, 365 days a year.  We are committed to tackling inequalities and creating a diverse and inclusive business and that starts from the moment you apply to join us. | |