



## **Bids & New Business Coordinator EQUIRED**

**November 2023**

[www.jra.co.uk](http://www.jra.co.uk)

**John Robertson Architects (JRA) is seeking an enthusiastic and versatile Bids & New Business Coordinator. This is a key role at the heart of the practice and is a great opportunity to be involved with several aspects of our communications and marketing team.**

JRA is an established, award winning AJ100 architectural practice based in central London. The practice undertakes a wide range of architectural projects including new-build schemes, redevelopments, work to listed buildings and fit-out and interior architecture.

Working closely with the directors and communications team, the bid coordinator will be responsible for preparing, coordinating, and producing high quality bid material.

The Bids & New Business Coordinator will implement and execute bids, RFP's and PQQ's as well as identifying opportunities for submissions that align with the practice's goals, objectives and values, raising them with the directors to consider as part of the wider business development strategy.

Responsibilities also include working closely with the communications team to ensure messaging is aligned and will have some involvement in preparing marketing material. The role requires an ability to work under pressure and to meet challenging deadlines through good people management and communication skills.

The JRA Marketing Team consists of a Bids and New Business Coordinator and two Communications Coordinators who report to the Directors.

Tasks and responsibilities include:

- Responding to and managing the content for Bids and PQQ's including all collateral and copy.
- Working with the directors to plan, coordinate and produce client presentations required as part of the bid submission.
- Managing all awards submissions including all collateral and copy.
- Coordinating all New Business related tasks such as B2B and undertaking ongoing industry review to identify new clients and opportunities through media outlets
- Monitor tender portals, OJEU notices and other sources of bid opportunities.
- Research and analysis of clients and bid documents to allow the successful interpretation of the brief to form the basis of the submission.
- Assist the admin and communications team in the organisation of company events, receptions and exhibitions.
- Liaising with external PR companies and managing press releases and PR opportunities.
- Maintaining marketing folders.
- Managing licensing and copyright of JRA material.
- Maintaining a library of resources and information to support bids and marketing activities that includes images, photography, films, project information and CVs.
- Assisting in the organisation of practice events, to cultivate relationships with clients and contacts and support new business initiatives.

Key qualities and experience:

You will be highly organised, flexible, creative and pro-active in your approach, as well as confident and presentable. The ideal candidate will have a good understanding of marketing and a passion for communications. You will have excellent written and verbal communication skills as the role will involve some copywriting and content creation as well as client communications. You will need a proven ability to

balance a range of tasks while meeting multiple deadlines. Experience of working in an architectural practice is desirable but not essential.

Skills required:

- experience and understanding of the architectural bid management process.
- strong design and curatorial sense.
- Adobe InDesign essential, Photoshop and Illustrator desirable but not essential.
- excellent written and oral communications skills.
- meticulous, thorough, well-organised and able to work effectively under pressure.
- Proactive.
- problem solving ability, integrity and reliability.
- keen eye for detail.
- effective time management skills.
- strong interest in working in the built environment.

Other:

- assist the Communications Coordinators where necessary.
- oversee the info@ and press@ email inboxes alongside the Communications Coordinators.
- assist the Practice Manager in managing the studio where necessary.

Essential skills: Microsoft Office Suite / InDesign / Photoshop.

Preferred skills: Wordpress / Social Media software (e.g. Hootsuite)

Salary: Negotiable, dependent on experience.

John Robertson Architects is an equal opportunities employer.

Candidates must be eligible to work in the UK without restriction.

For information about how we manage your personal data, please see our Privacy Policy on the Contacts Page of our website.

To apply, please send a covering letter describing how you will contribute to JRA along with your CV: careers@jra.co.uk quoting the reference JRA2023\_BC in the subject line.

Attachments must not exceed 5MB. Candidates must possess fluent spoken and written English.

No agencies please.