



## **Job Title: Bid Manager**

### **About Us**

Keystone is a consultancy-led ecological enhancement business. We create lasting benefits for biodiversity, people and places.

Our Vision is to accelerate nature recovery and reverse biodiversity decline across the UK.

Our integrated approach combines ecological and arboricultural consultancy with habitat creation, restoration and management, allowing us to deliver effective solutions for projects of all sizes. Having established a first-class reputation for enhancing ecological habitats, we specialise in conservation driven projects that focus on nature restoration and Biodiversity Net Gain at scale.

We work across a range of sectors and our focus remains the same: helping clients achieve successful outcomes while creating lasting benefits for the environment.

### **Origin Enterprises and Origin Environmental**

In 2022, Keystone became part of Origin Enterprises plc, an international leader in sustainable land use solutions. The acquisition has strengthened our business through investment, long-term stability and access to a wider network of expertise. Being part of Origin gives employees and clients the best of both worlds; the agility and close-knit culture of an independent consultancy, backed by the resources, opportunities and security of a successful and much larger enterprise

Keystone forms part of the Origin Environmental Division, and we are one of seven specialist consultancies offering complementary services across the built and natural environment.

Origin Environmental operates across UK & Ireland, bringing together expertise in ecology, environmental planning, arboriculture and landscape, giving clients access to a full suite of environmental services under one umbrella.

Keystone operates independently within the group, retaining its own brand identity, leadership team, and client relationships while benefiting from shared resources and cross-selling opportunities.

At Keystone we pride ourselves on a professional family feel that attracts clients and employees alike. We share Origin's values, **People, Community, Partnerships, Integrity, and Innovation**, which are reflected in all that we do and lie at the very core of our business.

### **Role Overview**

The Bid Manager will lead and manage the bid process, from opportunity identification to proposal submission. They will be responsible for developing and executing bid strategies that align with the Keystone goals and client requirements. They will also create comprehensive bid documents, ensuring accuracy and compliance with all RFP and tender requirements and guidelines.

### **Prerequisites:**

- Bachelor's degree or equivalent
- 5+ years of experience as a bid manager, proposal manager or a similar role
- Experience in managing bids for complex projects or large-scale contracts

### **Key Responsibilities:**

- Lead and coordinate the end-to-end bid process, including opportunity identification, qualification and proposal submission.
- Develop compelling and persuasive bid content, including executive summaries, value propositions, pricing models and technical responses.
- Collaborate with internal stakeholders, such as sales, operations and subject matter experts, to gather information and develop bid strategies.
- Manage bidding budgets, resources and timelines to ensure on-time and high-quality proposal submissions.
- Identify new business opportunities by monitoring public and private sector tender portals.
- Maintain comprehensive and accurate bid documentation, including bid files, records of communication and pricing information.

- Participate in negotiation sessions to secure favourable terms and conditions while focusing on profitability.
- Ensure compliance with client requirements, regulations and industry standards.
- Monitor and evaluate bid performance metrics to identify areas for improvement.
- Conduct post-bid analysis and debrief sessions to identify areas of improvement and implement lessons learned for future bids.

### **Essential Competencies \*:**

Candidates must be able to demonstrate **proficiency** in the following areas:

- Knowledge of government procurement processes and regulations
- Demonstrated success in winning bids through effective proposal management
- Strong understanding of the bid lifecycle, proposal writing, development and contract negotiation
- Proficiency in using bid software and MS Office
- Ability to implement budgetary and cost-control measures with solid negotiation and persuasive skills
- Attention to detail and high accuracy in bid preparation and review
- Ability to collaborate with cross-functional teams and influence stakeholders at various levels.

### **Desirable Competencies\*:**

The ideal candidate will also be able to demonstrate **capability** in:

- Understanding pricing strategies and financial analysis in bid development
- Ability to create visually appealing and engaging bid presentations
- Strong project management skills, with the ability to prioritise tasks, meet deadlines and manage multiple bids simultaneously
- Exceptional organisational and time management skills
- Excellent analytical and problem-solving skills to assess bid opportunities and develop winning strategies
- Excellent written and verbal communication skills, with the ability to present complex information clearly and persuasively

## **Why work for Keystone?**

- Generous salary and comprehensive benefits package
- 25 days' annual leave plus bank holidays
- Life Assurance
- Healthcare insurance
- Confidential Employee Assistance Programme (EAP)
- Paid professional memberships, including CIEEM (where applicable)
- Ongoing investment in your development through internal and external training
- Regular performance and career development reviews
- Hybrid and flexible working opportunities
- Enhanced family-friendly policies, including enhanced family leave
- A supportive and inclusive culture (e.g. Menopause and Neurodiversity Café)
- Annual whole-team community action day
- Staff appreciation events
- Cycle to Work Scheme

We actively encourage applications from all backgrounds and are proud to be building a diverse, inclusive team where everyone can grow, contribute and feel valued.

Visit our website [www.keyenv.co.uk](http://www.keyenv.co.uk) to find out more.