



**HENRY BROTHERS**  
Altogether Stronger

**Role:** Bid Co-Ordinator and Bid Writer

**Location:** Head Office, Magherafelt

### **Responsibility:**

To support our Company growth strategy and regional offices in Manchester, Nottingham, Scotland and Northern Ireland, this will be a key role within the Bid and Business Development Team and will involve;

#### Bid Writing

- Attending Client team tender presentations and site visits (MS Teams and in person where required)
- Developing and agreeing winning bid strategies with Senior Management
- Developing and agreeing Quality / Technical answer plans
- Agreeing Tender and PQQ programmes and working to agreed deadlines
- Coordinating and managing Bid Launch meetings
- Creating bid submission deliverables schedules and responsibility matrixes
- Writing and preparing bid Quality / Technical submission responses (Mock evaluation by others in this instance)
- Liaising with internal departments and external supply chain, design teams and relevant subject matter experts to prepare optimum submissions
- Preparing Tender presentations and bid information to support Tender interviews
- Preparation and development of project and company Case Studies and Bid Library to enhance future Tender and PQQ submissions

#### Bid Co-ordination / Mock Evaluation

- Developing and agreeing winning bid strategies with Senior Management
- Developing and coordinating Quality / Technical answer plans (For issue to and coordination with selected Bid Writers and Subject Matter Experts)
- Developing and agreeing Tender and PQQ programmes
- Coordinating and managing Bid Launch meetings
- Creating bid submission deliverables schedules and responsibility matrixes
- Mock evaluation of initial DRAFT Quality / Technical responses, providing structured feedback and direction against client evaluation criteria for incorporation into follow on DRAFTS

(Repeat of above process unto responses are in an optimum position, including critiquing and final proofing)

### **Our Values**

Our core values are what support the vision, shape the culture and reflect on the overall company values. They are the essence of the company's identity which communicate what is important and help to contribute to the overall success of the organisation.

- Integrity  
Demonstrating strong ethical standards with openness, honesty and respect.

- Considerate and Dependability  
Our communities, clients, supply chain reliably know what they can expect from us.
- Premium Quality  
Striving to deliver the finest solution in a safe working environment.
- Agile and Innovation  
Being proactive, flexible and working collaboratively to achieve the best possible outcomes.
- Sustainable  
Conducting our business responsibly whilst making a positive impact to the environment and within our communities.

**What you will receive from Henry Brothers Ltd**

- An opportunity to work for a prestigious family run company that has a reputation for high standards of service
- A competitive rate of pay
- A chance to work in a great team
- Full and continuous training