

Employee**Role Title**

Assistant Bid Writer

Department

Igne Group

Responsible to

Bid Manager

Responsible for**Location**

Ross-on-Wye, with occasional travel UK wide

Summary

The Assistant Bid Writer supports the Bid Manager in the production and submission of high-quality bid and proposal documents across the Igne Group.

The role is responsible for researching, drafting, reviewing and formatting bid responses, ensuring submissions are clear, accurate, compliant and aligned with customer requirements. The position will also support the maintenance of bid libraries, capability statements, supplier questionnaires, accreditation documentation and other materials required to support business development and marketing activities.

Working closely with the Bid Manager, Business Development Team, Marketing Team and Subject Matter Experts, the role will help ensure that Igne's capabilities, experience and differentiators are clearly communicated to prospective clients.

The role provides an excellent opportunity to develop a long-term career in bid management, business development and proposal writing. Working closely with experienced bid professionals and subject matter experts, the successful candidate will gain exposure to the full bid lifecycle, public and private sector procurement, contract documentation and strategic opportunity development. Support will be provided towards relevant professional qualifications, including APMP accreditation.

Key Responsibilities**Bid Writing & Document Development**

- Draft, edit and proofread responses to tender questions under the direction of the Bid Manager.
- Convert technical information into clear and persuasive client-focused responses.
- Ensure bid submissions are consistent in style, tone and messaging.
- Review documents for spelling, grammar, formatting and accuracy.
- Assist in the preparation and production of compliant tender submissions.
- Support the development of win themes and key messaging.
- Be comfortable in the use, and limitations, of artificial intelligence in the course of bid writing.

Bid Administration

- Assist with bid administration and document management activities.
- Maintain bid-related records within SharePoint, Zoho CRM and associated management systems.
- Maintain tender folders and document repositories.
- Coordinate collection of information from business units, suppliers and subject matter experts.
- Assist in tracking bid deadlines, actions and approvals.
- Support submission activities and document uploads.

Supplier Questionnaires & Qualifications

- Prepare and maintain standard company information for supplier questionnaires and pre-qualification submissions.
- Maintain information relating to accreditations, certifications, policies and insurance documentation.
- Support renewal and updating of qualification databases and client portals.
- Coordinate responses to routine capability and supplier assessment requests.

Content Library Management

- Maintain and organise bid content libraries.
- Assist in developing and updating standard responses, case studies and evidence libraries.
- Identify opportunities to improve content quality and reusability.
- Help capture lessons learned following submissions.

Marketing & Business Development Support

- Support preparation of case studies and project profiles.
- Assist in the development of capability statements for business units and target sectors.
- Work with the marketing team to maintain high-quality sales and promotional material.
- Research client organisations, sectors and project opportunities to support bid activities.
- Support the production of award submissions and marketing collateral where required.

Continuous Improvement

- Assist in developing bid management procedures and templates.
- Support implementation of AI-assisted bid writing and review tools.
- Contribute ideas to improve bid quality, efficiency and consistency.
- Maintain awareness of industry developments and procurement trends.

This list is not exclusive or exhaustive, and the role requires undertaking tasks as may be reasonably expected within the scope of the position.

Criteria	
Knowledge and Skill	
Excellent written English	Essential
Strong attention to detail	Essential
Excellent proofreading and editing skills	Essential
Ability to write clearly and succinctly	Essential
Strong organisational skills	Essential
Good Microsoft Office and AI skills	Essential
Ability to manage multiple deadlines	Essential
Willingness to learn technical sectors	Essential
Ability to work collaboratively with subject matter experts	Essential
Experience	
Experience of writing, editing or reviewing documents	Essential
Experience in construction, engineering, infrastructure or related sectors	Desirable
Experience supporting bids, proposals or tenders	Desirable
Experience working with CRM or document management systems	Desirable
Experience preparing marketing or promotional material	Desirable

Experience using Canva, Adobe InDesign or similar design software	Desirable
Qualification	
GCSE English (Grade C/4 or above)	Essential
A-Level or equivalent qualification	Desirable
Degree in English, Marketing, Business, Journalism or related discipline	Desirable
APMP Foundation or willingness to work towards	Desirable