



IN DEVELOPMENT

LEVEL 3

Bid and Proposal Coordinator

Programme Overview

Welcome to the 18 month, Level 3 Bid and Proposal Coordinator Programme.

The role of bid and proposal professionals is integral to how businesses win work. Sometimes it is a separate job/discrete role, and sometimes it is rolled into another function. As a key part of the sales and business development function, the role works across various business teams to bring together compelling, customer focused proposals and tender submissions to win business. The apprentice will develop commercial capability, vital to businesses and valued across all business sectors.

Key Facts



Price
£TBC



Duration
Typically, 18 months.



Apprenticeship Level
Level 3



Qualifications
On successful completion of the apprenticeship, individuals will be eligible for membership of the Association of Bid and Proposal Management Professionals (APMP).

Role Profile

The role of the Bid and Proposal Co-ordinator is to support new business through the full end to end proposal process – from initial interest and co-ordinating activities around pursuit of an opportunity, co-ordination of responses to pre-qualification questionnaires (PQQ), if applicable, and final tender proposal documentation submission. The role involves providing support to all affiliated functions to assist the quality and timely completion of proposal submissions – including organising meetings, structuring and writing proposal content, co-ordinating relevant activities and document management. This role extends to a range of related commercial activity such as sector analysis, trend analysis, engaging in contract law, and developing strategies to win business for a variety of goods and services.

Core Knowledge

This standard delivers the following key knowledge areas:

- Context of Bidding
- Bid/Proposal Process
- Proposal Development
- Knowledge Management

**Speak to one of us today
to find out more:**

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