
Job Description: Bid Manager UK&I

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| Function: | UKI Sales |
| Position:  | Bid / Senior Bid Manager |
| Job holder: | Vacancy |
| Date (in job since): | NA |
| Immediate manager (N+1 Job title and name): | Lilian Issa (Head of Bid Management) |
| Additional reporting line to: | NA |
| Position location: | Home Working Flexible |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To create (cocreate) 1st class bids and solutions for our prospective clients in the private sector
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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Bid Management
* Solution Design / Management (Co design with the Business Development Directors/Managers and our Subject Matter Experts (SMEs))
* Bid writing and management of our SoCreative team to ensure final documents look outstanding
* Project management of special projects relating to a bid (e.g. website / video creation)
* Some client engagement (although primarily a ‘back of house’ role)
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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Sodexo have a broad and complex matrix management structure in the region and globally. A bid has input from multiple stakeholders, SMEs and departments. The Bid Manager must act as a project manager to ensure we extract the information we need within tight time frames as well as engage and communicate with people effectively. This takes social intelligence, organisation, tenacity and strength. The Bid team have to drive the process and sustain momentum.
* We often have very short bid timelines set by clients which results in a fast paced and pressured working environment. (but this is also balanced with downtime and a great team spirit to support you)
* Our prospective clients will be from private industries such as tech, finance, professional services, engineering and media. This requires our sales team to be able to fit into, and mirror, their culture. This means we must have social intelligence to present and adapt ourselves in a way that is fit for purpose… if you’re walking into Google on Monday, Nike on Tuesday and the Bank of England on Wednesday (for e.g.) This also applies to how we write and present a bid
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| 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Managing Sodexo’s 2.3. Bid Mgmt. process (our internal standardised bid project management framework)
* Creating solutions with our SMEs and Sales team
* Working with the pricing team to help them build accurate and optimised cost models
* Bid writing (with the BDDs BDMs)
* Managing internal stakeholders and governance for bids and bid pipeline
* CQ’s/RFIs/RFP/s/BAFOs/.PPTs and all other associated procurement terms
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| 2. 5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| * The role will probably work across several bids a year. Each bid will have a four to eight week turnaround on average
* The team work remotely and come together for internal / external meetings. This will have peaks and troughs. Peaks may be 3 days on site with the bid team. Troughs may be 2 weeks straight working from home.
* The role will support the UK (and occasionally Ireland) Team.
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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| **MUST HAVE*** Certified to APMP Foundation level or higher (desirable)
* Tenacity, drive and strength of personality. Someone who takes accountability to get things done!
* Adaptable, flexible and a team player
* Creative and articulate
* Excellent people skills and charisma
* Excellent written English skills with the ability to articulate ideas both succinctly and in a way that is exciting for a client to read
* Excellent customer services acumen / emotional/social intelligence
* Project management acumen/experience (don’t need a qualification)
* Min 3 years Relevant IFM experience (Sodexo will bid Food, Soft FM and Hard FM). If a candidate has a strength in only one area we’re willing to work and develop with them on others
* Advanced MS Word, MS Teams and MS PowerPoint skills

**GOOD TO HAVE*** Sales experience (e.g. Bid Manager, Bid Writer, Solution Manager etc.)
* Experience in our target client sectors (Media / Tech / Finance / Prof Services / Engineering / FMCG etc.)
* Useful and relevant qualifications / accreditations / affiliations
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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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**Levels**

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Received:

Date: 9/10/25 Date: 9/10/25

 Lilian Issa, Head of Bid Management

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Job holder Immediate Manager