

Job Description

Bids and Tenders Manager

Role Overview

Job Title: Bids and Tenders Manager

Grade: EC Scale Point 34

Contact Hours: 37 hours per week

Contract: Permanent

Department: Projects and Bids

Responsible to: Head of Projects and Bids

Key role objectives

The postholder will lead on identifying and evaluating opportunities to bid for contracts, grants and awards aligned to college strategy. They will work with colleagues to formulate the college's response and be responsible for originating proposals and bids which meet business and quality criteria set by the Senior Leadership Team. The role will manage the college's presence, on numerous public sector purchasing frameworks and dynamic purchasing systems, ensuring that college information is well maintained and compliant with public sector procurement and other

applicable legislation. The postholder will drive the ongoing development of systems to support the bids and tenders operation, including real-time reporting of pipeline, progress and performance.

Main Duties:

- Identify, assess, and prioritise relevant bidding and tendering opportunities in alignment with the College's strategic objectives.
- Lead the preparation, writing, and submission of tenders, bids, project and funding proposals, ensuring all documentation is accurate, persuasive, and compliant with relevant guidance and regulation.
- Coordinate cross-functional teams, gathering data, and information from curriculum, finance, and operational colleagues to underpin robust submissions.
- Maintain up-to-date knowledge of funding streams, procurement regulations, and sector trends to inform bidding strategies.
- Develop and manage a pipeline of opportunities, track deadlines and progress using appropriate project management tools and systems.
- Maintain the college's presence on the Central Digital Platform and appropriate public procurement gateways.
- Identify, validate and secure applications to procurement frameworks and dynamic purchasing systems which may be advantageous to the college.
- Implement a programmed process to update the college's entries on procurement frameworks and dynamic purchasing systems.

- Ensure that internal colleagues are aware of their obligations in respect of reporting the delivery of business secured from commercial procurement platforms.
- Review feedback on unsuccessful bids, identify improvement areas, and implement lessons learnt to enhance future submissions.
- Represent Exeter College at bidder briefings, networking events, and partnership meetings as required.
- Support contract mobilisation and handover to delivery teams following successful tenders.
- Prepare and present reports, internally and externally, relevant to the activities of the Projects and Bids team.
- Line-manage junior staff, as required, adhering to college protocols and codes of conduct.
- Provide occasional cover for colleagues, including the Head of Projects and Bids, as may be required from time to time.
- Ensure all records, documentation, and data are maintained in line with college policies, procurement and other regulations including GDPR.

Additional Duties

To undertake such additional duties, as may be reasonably required, commensurate with the level of responsibility. This may be within the College at the initial place of work, any other of the College's sites within the Exeter area or occasional working at locations away from the college.

There will be a requirement to work flexibly to accommodate the demands of the role; this will include some out of hours working.

Mandatory Duties:

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
2. Responsibility for promoting equality of opportunity and access to all,
3. Participation in training as required.

October 2025: This job description is current at the above date.

In consultation with the postholder, the position is liable to variation by the College to reflect actual, contemplated or proposed changes to the role.

Person Specification

Experience

(A) = Assessed at application. (I) = Assessed at interview
(A/I) = Assessed at application and interview

Essential Criteria:

Demonstrable track record of successfully managing bids and tenders, ideally within the education, public, or not-for-profit sectors. (A/I)

Experience of working with senior-level colleagues in the public and private sectors. (A/I)

Desirable Criteria:

Professional experience in the further education and skills sector. (A)

An understanding of post 16 training provision including Apprenticeships. (A/I)

Skills and Abilities

Essential Criteria:

Excellent written communication, project management, and organisational skills. (A/I)

Ability to analyse complex information and present clear, compelling cases. (A/I)

Proficiency in IT and multiple tools including Microsoft Office 365. (A/I)

Ability to gather, organise, interpret, monitor and report on complex numerical data. (A/I)

Excellent personal organisational skills, the ability to plan and manage own time efficiently and effectively. (A/I)

Excellent interpersonal skills. (I)

Able to work with staff and stakeholders at all levels. (I)

Qualifications

Essential Criteria

Degree or equivalent professional experience in business, project management, or a related field. (A)

Desirable Criteria

Management, Project Management, Business Administration, or related field, at L4+ or willingness to undertake. (A)

Personal Qualities

Essential Criteria

Self-motivated, tenacious, detail-oriented, and able to work to tight deadlines. Confident collaborator, skilled at building relationships across teams. (I)

Can demonstrate adaptability, flexibility and resilience. (I)

Effective team player, energised by problem solving and creative solutions (A)

Mandatory Requirement(s)

Essential Criteria

Commitment to safeguarding and promoting the welfare of children and vulnerable adults at Exeter College (I)

Commitment to equality, diversity and inclusion (I)

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge