

FaulknerBrowns

We are currently seeking a talented and motivated Bid Coordinator to join our design teams based in Newcastle upon Tyne.

FaulknerBrowns is recognised for our work in architectural design and placemaking. Our live portfolio is diverse in scale, complex in use, and firmly rooted in context - buildings and places that inspire those who encounter them to live well and do better. We have an exciting and growing programme of work across sport and leisure, health, education, residential, and commercial sectors.

As Bid Coordinator, you will plan, manage and deliver carefully crafted bid submissions that support the studio's business growth goals. Working closely with technical teams and business leaders, you will help shape winning strategies, develop compelling bid content and ensure every submission meets client requirements, reflects our intent and is completed to the highest quality.

Key responsibilities:

- Manage all bid portals, including scanning for new opportunities.
- Coordinate the planning and delivery of bid submissions from initial review to final submission.
- Lead the writing and oversight of allocated sections to ensure consistency and precision.
- Take ownership of assigned bids, ensuring deadlines and requirements are achieved.
- Review tender documents thoroughly to assess compliance and client expectations.
- Edit and proofread content to produce clear, client-focused responses.
- Support the development of win themes, messaging and bid strategies with internal teams.
- Build constructive relationships with contributors to secure timely and high-value input.
- Identify and implement improvements to processes, templates and resources.

- Maintain and develop bid libraries, trackers and company information systems.
- Assist in the adoption of new systems and approaches that enhance quality, efficiency and consistency.

Experience:

- At least three years' experience in a bid or proposal role.
- Proven ability to manage and deliver competitive tenders from start to finish.
- Experience with complex bids involving multiple contributors and disciplines.
- Knowledge of professional services, construction, property or the built environment sector is an advantage.
- A strong record of producing tailored, high-quality client materials.

Skills and knowledge:

- Excellent project management and organisational skills.
- Strong written and spoken English, with a keen eye for grammar and accuracy (mandatory).
- Ability to write and edit content to a consistently high standard aligned with studio guidelines.
- Advanced proficiency in Microsoft Word and PowerPoint; InDesign skills desirable.
- Ability to work independently and exercise initiative under pressure.
- Aptitude for creating compelling narratives that speak to client needs.
- High attention to detail, ensuring accuracy and quality across all materials.
- Capacity to manage multiple priorities and deadlines effectively.
- Strong stakeholder engagement and relationship-building skills.

To apply for this role, please email careers@faulknerbrowns.com with your CV and covering letter.

FaulknerBrowns is an equal opportunity employer and committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence. The Practice recognises the benefits of having a diverse workforce and will take steps to ensure that we recruit from a wide pool of candidates and employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit.