

Job Description

Job Title: Bid Development Coordinator

Location: Office based, Abingdon

Department: Business Development

Position Reports To: Business Development Director

Company Overview

Gigaclear is a high growth company delivering fibre-optic broadband to underserved rural communities in England. Started in 2010, the company is expanding rapidly across England. With head offices based in Abingdon, Oxfordshire and a significant proportion of staff based in the field Gigaclear currently has over 250 employees and is pursuing ambitious growth plans.

Purpose of the job

A highly effective Bid Development Coordinator is required to support the Business Development Team. You will be a professional and proactive team coordinator and communications specialist, supporting our key Local Authority partners, new and in-progress bids and change requests, together with the growing number of wholesale partners.

As Gigaclear continues to bid and win new contracts, build new rural Full Fibre to the Premises (FFTP) networks and on-board new wholesale partners at an ever-increasing rate. The Business Development team requires an energetic and professional coordinator to manage the bid and change request process and wholesale partner enquiries and issues.

Key Accountability & Responsibilities

Bids:

- Manage the preparation and responses for all Broadband Development UK (BDUK) bids and change requests that Gigaclear wishes to submit.
- Manage coordination of the contributing departments (Commercial Finance, Network Strategy, Design, Delivery and Executive) ensuring that existing and new bids are responded to in a timely manner and the required documents and included in any responses or follow up clarification questions.
- You will be the coordinator point between our Local Body partners, our delivery teams, the Business Development team as well as other key stakeholder within the business, responding to inbound enquiries and ongoing bid responses.
- You will collaborate with key support functions in Gigaclear (e.g. Gigaclear ISP Marketing, Delivery and Finance) to better support our Local Body partners.

Wholesale:

- Manage the inbound wholesale enquiries related to existing and new partners.
- Assist in the management of on-boarding new Wholesale Partners including providing wholesale documentation (NDAs, Specifications, Pricing) and ongoing support (using appropriate resources within Gigaclear)
- You will be the primary point of contact for established Wholesale Partners.

Knowledge & Skills

- Strong communication skills, both verbal and written.
- Professional approach to customer/ partner enquiry handling
- Experience of Stakeholder Management
- Experience with managing the preparation of bid responses
- Confident and driven with a keen eye for detail
- Highly organised with the ability to manage and prioritise multiple conflicting tasks
- Demonstrable IT skills including Microsoft Office Suite and CRM systems (Salesforce/ Conga)

Our Values

- We are effective and passionate in what we do
- We are speedy and responsive to colleagues and customers
- We are clear and open with all
- We deliver a transformational experience
- We are in a shared endeavour and will succeed together

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may be varied (after discussion), subject to the needs of the business and in keeping with the general profile of the role.