



BD Manager (Tenders) *Business Development*

The Firm:

Devonshires is a leading City law firm with offices in London, Leeds and Colchester. We provide high quality legal services to our UK and international clients. We are recognised as a medium-sized niche firm, specialising in commercial / corporate, civil litigation, community housing, employment, projects and property especially in the area of social housing. Over the past few years we have grown significantly and now have approximately 240 employees.

The Department:

The Business Development Department consists of 6 staff, headed by the Head of Business Development. They are a hardworking and robust team who deal with a full spectrum of tasks including seminars, events, publications, press & PR, tenders and various marketing initiatives.

The Role:

We are seeking to recruit a Business Development Manager to work within the Business Development team to co-ordinate the tender/bid process and provide an advisory role to our Partners on tender strategy. The successful candidate will need to be an energetic, driven and focused individual with the ability to quickly establish rapport with internal clients and stakeholders and manage internal and external relationships. The successful candidate will take pride in their work, enjoy working as part of a team and be proud of Devonshires.

Main Duties and Responsibilities

- Complete Selection Questionnaires (SQ).
- Draft generic Invitation to Tender (ITT) content to a high standard.
- Review OJEU notices and highlight opportunities to relevant teams.
- Arrange kick-off meetings and set deadlines.
- Keep track of tender results and feedback and log lessons learned.
- Develop and maintain systems to keep record of previous tenders.
- Maintain an up to date precedents library of past tenders.
- Maintain relevant admin schedules including Value Added Benefit offerings and Framework Agreement expiry dates.
- Work with Partners and departmental teams to create presentations for interview stages.
- Arrange pre-interview practice sessions.

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

Person Specification

Essential

- At least 24 months experience gained within a legal environment.
- Must have experience of the tender process within a law firm, including previous experience in an editorial role in the tender process.
- Previous experience of dealing with difficult and demanding internal clientele.
- Microsoft Word, PowerPoint, Excel & Outlook
- Highly organised
- Proactive & results orientated – must be able to demonstrate that this is their focus.
- Excellent written and oral communication skills – able to work with people at all levels within the business and deal with difficult internal clients in an appropriate and professional manner.
- Strong attention to detail
- Well presented
- Motivated and confident
- Must be able to operate on his/her own initiative as well as under supervision and interface well as part of a team

Desirable

- In-design
- Salesforce (or other CRM database)

If you would like further details or wish to apply for this position please email your CV and covering letter direct to support.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender re-assignment, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshires.com.