



## Bids Manager

### *Business Development*

#### **The Firm**

Devonshires has been based in the City of London for more than 150 years. We are a full-service law firm acting for a wide range of clients including some of the world's largest multi-national corporations. From our offices in London, Leeds, Birmingham and Colchester our teams are filled with specialists in commercial, corporate, litigation, housing, employment, real estate, projects and property development. Over the past few years, we have grown significantly and now have over 300 colleagues and a growing international reach.

#### **The Department:**

This role sits within the Marketing and Business Development Department led by the Head of Business Development. The team are a closely knit, hardworking team dealing with a full spectrum of tasks including tenders, bids, proposals, seminars, events, digital marketing, PR, responsible business and marketing.

#### **The Role:**

This role will support the firm in winning new business opportunities for both practice and sector-based legal teams. You will be responsible for working collaboratively with colleagues to develop compelling content that accurately showcases the firm's offering. You will report to the Head of Business Development and receive support from the wider Business Development team as needed. The successful candidate will be an energetic, driven, and focused individual with the ability to establish relationships and trust quickly.

The role can be based in any of our four offices and will operate a hybrid model offering a mix of office-based and remote working.

#### **Main duties and responsibilities:**

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.

- Lead tenders from initial opportunity through to drafting, submission, post submission feedback, and reporting;
- Manage input from practice area experts across the firm, including partners and business support teams;
- Understand all elements of a quality submission and ensure responses correctly and fully address these;
- Identify individual evaluation criteria for each tender and explain this to key stakeholders, particularly concerning pricing;
- Design compelling presentations and prepare key staff for interviews and clarification meetings;
- Produce tender analysis and report on themes from client feedback;
- Effectively hand over clients once agreements have been signed to the wider Client and Business Development team;
- Maintain an up-to-date library of precedent text.

### Key Skills and Experience:

- Experience of the tender/bids process, ideally within a professional services setting;
- Experience working with, and managing, internal stakeholders;
- Excellent interpersonal, written and verbal communication skills;
- Strong attention to detail;
- Good time management skills with the ability to manage multiple changing priorities;
- Previous experience of handling sensitive situations and data with confidentiality and good judgment.

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](mailto:support.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

**All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.**

*Devonshires 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 identity, 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](http://www.devonshires.com)*