
Role Description
Proposal CoordinatorProject number
Date
Author
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Danielle Lavercombe
Kathie Wilcox

1.0 Introduction

We are more than an architectural practice – we're a team of teams with diverse and extensive expertise. We lead projects in our unique integrated way, delivering exceptional value and a positive impact for our clients and communities.

Founded in Newcastle upon Tyne in 1953, we now have teams collaborating across the UK and internationally, with a shared commitment to our ethos of Everything architecture.

2.0 Overview

Our communications team is responsible for promoting Ryder to our target audiences and driving business development activity, including proposals.

Based in Newcastle or Liverpool and reporting to the communications director, this role will support the proposals team in the coordination and preparation of proposals.

The proposals coordinator will ensure that proposals have all of the required information and documents included, that content is tailored, well presented and of the highest quality, as well as completing supplier questionnaires and supporting with our proposal library.

3.0 Tasks

Work proactively with the proposals team to ensure deadlines are met.

Support with the coordination of kick off meetings and debrief sessions.

Assist with the upkeep of marketing and project collateral, including project descriptions, CVs and brochures.

Assist with graphics on proposals and interview presentations.

Support with the production of proposals, including editing and formatting internal and external sub consultant contributions.

Complete supplier questionnaires and design competency questionnaires.

Ensure each proposal is compliant with the client's requirements and adheres to Ryder's brand rules and tone of voice.

Assist with the maintenance and upkeep of our proposals library on our digital asset management system.

Attend weekly meetings with the proposals team to identify priorities and plan workload.

4.0 Skills

We are seeking an individual with a minimum of two years professional or industry experience, demonstrating the development of relevant and transferable skills. Experience with the tendering process and various portals is desirable. Must be well organised with the ability to work under pressure and to tight deadlines, and a confident communicator with strong writing and editing skills. InDesign experience is essential, and experience in Photoshop and Illustrator is desirable.