
Role Description
Proposals ExecutiveProject number
Date
Author
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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 – to improve the quality of the world around us and, in doing so, improve people’s lives.

2.0 Overview

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

Based in Newcastle or London, and reporting to the communications director, you will support the coordination and preparation of proposals. The proposals crew is an important component of the communications team that assists with new opportunities to help expand our presence in core sectors and continuously develops and improves the model for best practice.

As proposals executive, you will play a pivotal role in the process, providing support to proposals colleagues and project teams at every stage. You will collaborate closely with the proposals lead, receiving their support as you coordinate and develop written responses, credentials documents and presentations for our teams.

Project management experience and a creative vision will be instrumental in winning new opportunities and strengthening our brand presence. Through collaboration with internal and external teams you will ensure that all proposals meet the highest quality standards.

Whilst relevant experience in a similar role within the built environment sector may be helpful, it is not essential. The ability to demonstrate practical experience of using the required, transferable skills detailed below is critical.

3.0 Tasks

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

Coordinate various aspects of proposal submissions and framework applications.

Support with the coordination of kick off meetings and debriefs.

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

Assist with content and graphics in proposal documents and presentations.

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

Collate, edit and proofread draft content and copy, as required.

Complete supplier questionnaires.

Ensure each proposal is compliant with the client's requirements and adheres to Ryder's brand toolkit 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 crew to identify priorities and plan workload.

4.0 Skills

Proficient user of InDesign, with some experience of using Photoshop and Illustrator.

Strong verbal and written communication skills; an English or marketing degree would be desirable.

Ability to edit and draft copy for different target audiences.

Excellent attention to detail and proofreading skills.

A go to, people orientated personality; a team player with a collaborative approach.

A passion for quality and continuous improvement with a focus on delivery.

A proactive and problem solving approach to delivery, using initiative and taking responsibility for own actions.

Ability to assimilate large volumes of information and understand, plan and manage associated workflows.

Excellent organisational and time management skills, with the ability to juggle multiple priorities and work under pressure as part of a team in order to meet deadlines.

A willingness to support and promote a culture of continuous improvement.