

Communications Coordinator, London

Come and join us at Price & Myers

The Bid and Communications coordinator is a key member of the bidding and communications team, helping Price and Myers to win new work and communicate what we do.

The role combines bid coordination with communications and business development support. We are looking for someone with excellent written and verbal communication skills, who enjoys working as part of a team and is confident using their initiative. They will help us produce high quality bids, identify and pursue new opportunities and communicate our work, experience and ideas to clients and the wider industry. The Bid and Communications coordinator reports to the head of Bidding and Communications and works closely with the Communications manager, Partners, Associates and technical teams across the practice.

We need someone who has:

- Strong organisational skills with a meticulous, thorough approach.
- Good written and spoken English with excellent verbal and written communication skills. You'll be working with our Communications and Bid Manager to help put together our job-winning bids.
- Proficient skills in using InDesign to at least an intermediate level.
- The ambition to make a significant contribution to the efficiency and success of our practice
- Strong knowledge of MS Word, Excel and Outlook.
- A flexible and positive approach with good time management skills and ability to work to deadlines, both as part of a team and independently.
- Confident, friendly, proactive, with loads of common sense.
- An interest in building, engineering, architecture, and the arts is a huge bonus. It's pretty much most of what we talk about around here.

What the role looks like

Bidding:

- Identifying opportunities – reviewing procurement notices, competition websites and contract platforms to identify suitable opportunities
- Bid coordination – coordinating and managing bids, competitions and proposals, including managing deadlines and contributions from the wider team
- Content and design production – preparing and collating submission materials, including practice information, CVs, project information and supporting documentation
- Portal management – managing registrations and submissions through e-procurement portals such as Delta and ProContract
- Pre-qualification and compliance – responding to supplier questionnaires and maintaining information relating to practice accreditations, including SSIP, ISO, Constructionline and BSA/HRB
- Knowledge management – maintaining and updating our CRM system, CMAP and our digital assets library, OpenAsset
- Bid follow-up – recording outcomes and feedback to inform and improve future submissions
- Communications support

Public relations:

- Social media – assisting in coordination of the Practice’s social media programme, monitoring social media platforms, creating engaging social media content
- Website support – developing and curating website content
- Recording press coverage
- Providing wider design teams with information and materials to support project PR campaigns

Business Development

- Producing, organising, coordinating, recording and following up on the Practice-to-Practice P2P presentation programme

Events and networking:

- Supporting the organisation and delivery of the Practice’s programme of internal and external events, including professional, networking and social events

Awards:

- Assisting with the administration. Preparation, submission and recording of award entries. Publicising award shortlisting and wins

Studio Life

The engineers and support team at Price & Myers come from all over the world and all walks of life. We embrace diversity. We genuinely believe it helps make the practice stronger, and we strive to represent the communities we live and work in. We love the different thinking and diversity of ideas that comes from a broad range of backgrounds. Price & Myers is an equal opportunity employer, and we do all we can to accommodate different needs.

There is a range of benefits on offer, including a generous pension, annual bonus, shared parental leave. Our studios are open, friendly places to work. Our Partners sit with their teams and are involved in every project, giving help, guidance and support to their engineers. Wellbeing at work is vitally important and we promote healthy workplaces and offer mental health support.

All our studios are located centrally in their vibrant cities and the numerous good restaurants, shops, bars, pubs and theatres are within easy reach.

At Price & Myers, you’ll find a commitment to career development and training. We support our engineers to gain their chartership, and we help to develop the careers of all members of the team. We have a comprehensive Continuing Professional Development (CPD) programme, and once you join us you are immediately paired with a ‘buddy’ to ensure you never feel like you’re on your own. The diversity of our project portfolio means you’ll have an exciting range of challenges to tackle.

Price & Myers are an equal opportunities employer.

Contract type

Permanent, Full Time

Working hours/days

37.5 hours/week, Monday – Friday

Note – hours for the role are standard practice hours – 9am to 5.30pm. There is some flexibility with start/finish times, and work from home days. There will be occasions where extracurricular time may be needed (bid deadlines, or industry events) but it's anticipated that these will be uncommon.

Salary

We offer a competitive salary and a generous benefits package

Start date

Immediate

Please email your CV and cover letter quoting reference 'Communications Coordinator' to Emma Leaper at eleaper@pricemyers.com.

No recruitment agents please.