**Job Description**

**Role title: Bid and Proposal Delivery Consultant (Marine Projects and Marine Science)**

**Reports to: Associate Director / Divisional Director**

**Grade: Senior/Principal**

**Sector: Marine Infrastructure Services**

**Division: Major Projects**

**Purpose / Scope of role**

As a respected consultancy, GoBe part of the APEM Group, are exceptionally well positioned in the offshore wind industry. We already support multiple projects in the operational, construction and development phases, with new opportunities in Floating Offshore Wind (FLOW), ports and cable infrastructure. As such, this is a very exciting time to join the business. As the business expands, GoBe requires additional support for managing the tendering process to ensure that complex and high value opportunities are tracked, assessed and processed efficiently, leading to high quality proposals being delivered to our clients.

The successful applicant will work within the Marine Infrastructure Services sector, acting as a first point of contact for all Major Projects and Marine Science tenders. Due to the large scale and broad scope of the projects that GoBe works on, and the integrated nature of the APEM Group, the successful applicant will collaborate with other sectors such as Marine Wildlife Survey and Environmental Planning to bring together comprehensive proposals that respond to our clients’ needs.

Supported by senior staff, the Project Support Office, and legal specialists, you will assist in proactively managing the tender process from initial opportunity identification through the tender review and governance process to delivery of high-quality proposal documents and, following success, handover to the team tasked with delivering the work. You will work closely with the central APEM Group Bid Support Team to ensure a consistent approach with the wider APEM Group tendering processes and strategy.

Initially you will take responsibility for administrative and non-technical elements of larger tenders but as your knowledge of the business and proposal writing experience develops, there will be the opportunity to support on technical specification writing and fee estimation. Innovation is actively encouraged so recommendations for making improvements and efficiencies to the tendering process are welcomed. You will work with a broad range of staff through the tender process including technical specialists, project managers, finance, legal and Senior Executives so strong communication skills and a positive approach to problem solving is essential.

If capacity and workflow allow, there may be opportunities for you to support projects, gaining firsthand experience of the work detailed in our proposals. In this role you might expect to support a Project Manager in a wide range of tasks required to successfully deliver our portfolio of marine infrastructure projects.

**What success looks like in this role**

GoBe works at the forefront of work of the renewable offshore wind energy sector, having played a part in over 70 per cent of all current UK offshore wind farm projects. As a result, there is significant potential to develop a rewarding career with us.

As you progress in this role, you will move from supporting the preparation of individual tenders to contributing to the coordination and delivery of multi-disciplinary proposals for marine and infrastructure projects across the UK and internationally. You will be recognised for your skill in supporting the integration of technical, commercial and project information into well-structured proposals that meet client requirements and showcase the expertise of the APEM Group, becoming a key point of contact for colleagues and clients during the tendering process.

Your growing understanding of the business, our service areas and client expectations will allow you to identify new opportunities and contribute to shaping winning strategies for future bids. You will gain confidence in interpreting tender requirements, coordinating technical contributions, developing fee estimates and ensuring all proposals are compliant, compelling, and professionally presented.

With proactive communication and attention to detail, you will support the continuous improvement of our tender processes, playing a central role in driving innovation and excellence in how GoBe and the wider APEM Group compete for and secure new work.

**Key Responsibilities**

* Act as the first point of contact for all Major Projects and Marine Science tender opportunities within the Marine Infrastructure Services sector.
* Coordinate the end-to-end tender process, from opportunity identification through proposal submission and post-submission handover.
* Work closely with senior staff, the Project Support Office, Bid Support Team, legal specialists, and cross-functional colleagues to gather and integrate inputs from multiple disciplines.
* Manage administrative and non-technical elements of tender submissions, including formatting, compliance checks, document management and deadlines. As your experience develops you will support the development of technical and commercial content for proposals, including scope, methodology and fee estimation.
* Ensure all proposals are high-quality, compliant and client-focused, reflecting the strengths and expertise of the APEM Group.
* Identify opportunities to improve efficiency and effectiveness within the tendering process, suggesting innovations and best practices.
* Maintain accurate records of tender activities, client interactions and internal communications to support reporting and knowledge management.
* Liaise with technical specialists, project managers, finance, legal and senior executives to coordinate inputs and ensure timely delivery of tender documents.
* Assist in post-submission activities, including tracking outcomes, gathering feedback and supporting lessons learned for continuous improvement.
* Develop knowledge of the business, sector and tendering processes to progressively take on more responsibility for technical content and fee development.

**Skills/Knowledge/Experience/Qualifications**

**Essential -**

* Educated to at least degree level, in an environmental discipline (ideally in the marine sciences).
* Experience coordinating or supporting projects, bids or complex documentation processes often from technical specialists or managing multi-disciplinary information.
* Ability to interpret and follow tender requirements, guidelines and evaluation criteria.
* Excellent written and verbal communication skills, with the ability to produce clear, well-structured documents.
* Strong organisational skills with the ability to manage multiple deadlines and competing priorities while ensuring high attention to detail
* Strong IT skills, particularly in Microsoft Office (Word, Excel, PowerPoint, Outlook).
* Self-motivated with an inquisitive mind and an ability to work under own initiative with a solution orientated approach.
* An understanding of the importance of client needs (e.g. strategic advice, quality, programme, communication, finance).

**Desirable -**

* Experience within environmental consultancy, renewable energy industries, marine infrastructure, or related technical sectors.
* Familiarity with public sector procurement portals and tendering procedures (e.g. UK Government frameworks).
* Understanding of project cost estimation, budgeting or commercial management.
* Experience working within ISO-certified quality management systems or similar governance frameworks.
* Working knowledge of the EIA process and the technical assessments underpinning offshore consenting work.

**Our Values**

Our most important assets are our people who work here. We all work as one team and rely on each other. We wish to create a working environment to which our people are proud to belong, by maintaining our values at the forefront of everything we do. These values are:

* Integrity – We do the right thing
* Quality – Quality in everything
* People - We care
* Forward thinking – We focus on the future
* Positivity – We believe we can
* Fairness – We champion equality

**Our WOW Factor**

When home became work, we learned that flexibility, understanding and balance allowed us all to move forward and grow together. So, no matter where you’re based, the hours you keep, the toddlers you have to entertain, or outside interests that help with your wellbeing we’re committed to our Ways of Working (WOW) with each other so we can continue to be our best.

**You belong**

We recognise that everyone’s story is different. The opportunities, experiences and challenges faced in life shape who we are, and we understand that these are the things that make us individual and unique. Embracing our differences means we’re able to approach what we do from every angle.

Inspiration and insight can come from anywhere, and no matter your history or choices in life, we empower our people to be their best, so we can be our best, together. **We welcome the whole you.**