

Kendall  
Kingscott

# Career Opportunity

**Bid Co-ordinator /  
Manager**



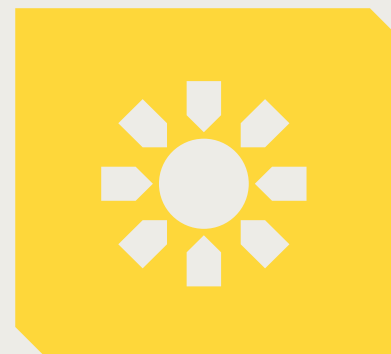
# An amazing opportunity awaits...

**Kendall Kingscott is unique.**

**We strike the perfect balance between large corporates and smaller, individual entities, bringing the positives of both.**

**We can operate with agility while providing the stability and experience expected of a 60-year established business.**

We've spent the past three years carefully crafting our strategic business plan, all while experiencing excellent growth and culminating in the launch of our new brand in 2023. Our blueprint – *The Modern Way* – is about putting social purpose at the core of everything we do, creating an environment where people can thrive, and our business succeeds.



**8.9%**

**staff turnover,  
compared to national  
average of 15%**

KK is a place where careers flourish. Our statistics speak for themselves: low staff turnover, countless success stories of career progression, impressive training success rates and sustainable repeat business. Our innovative remuneration packages prioritise health and wellbeing. We're seeking dynamic individuals to join us on our ambitious journey.

# Making a difference since 1962

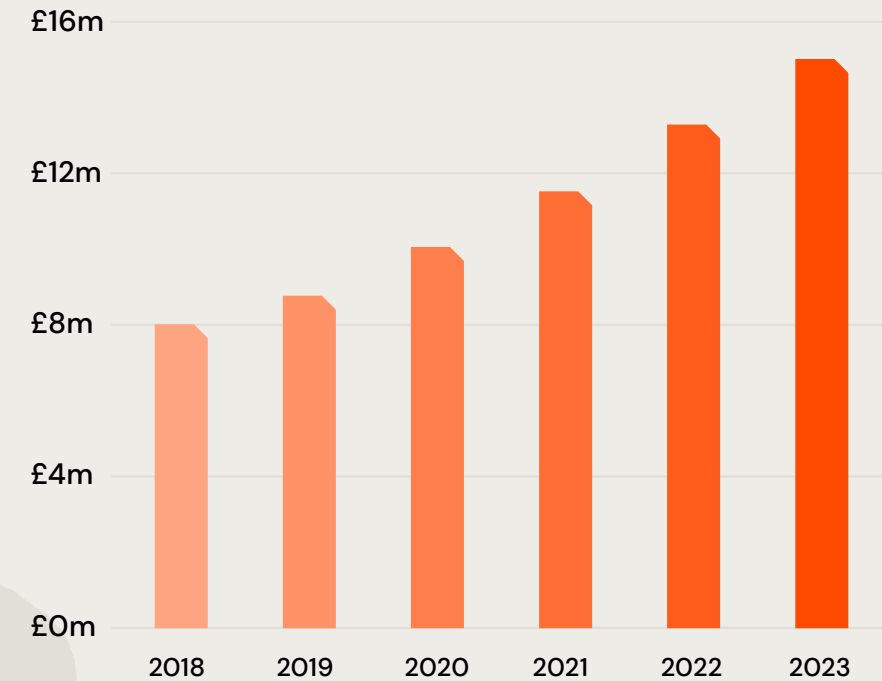
## Our 60-year journey has been one of organic evolution.

It's guided us to where we are today –  
**an inter-disciplinary construction  
consultancy** operating collaboratively  
with outstanding results.

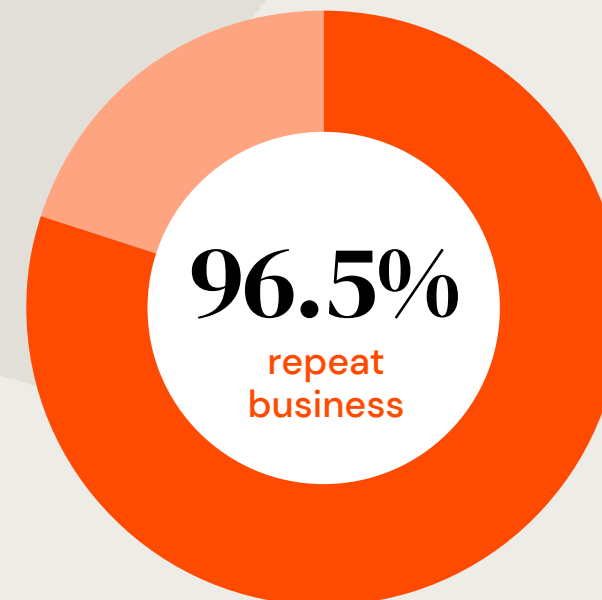
Our strategy has provided the foundations  
for the strongest period of growth in the  
company's history. Yet our new plan is  
only just beginning.

Our clients like to work with us and our  
unique, holistic approach.

We curate the perfect team for each  
project, either as individual disciplines  
or fully integrated solutions under one  
umbrella. We call it **1 Team**.



**87.5%**  
growth across all  
departments during past  
five years



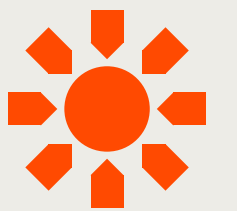
## The three principles that guide us



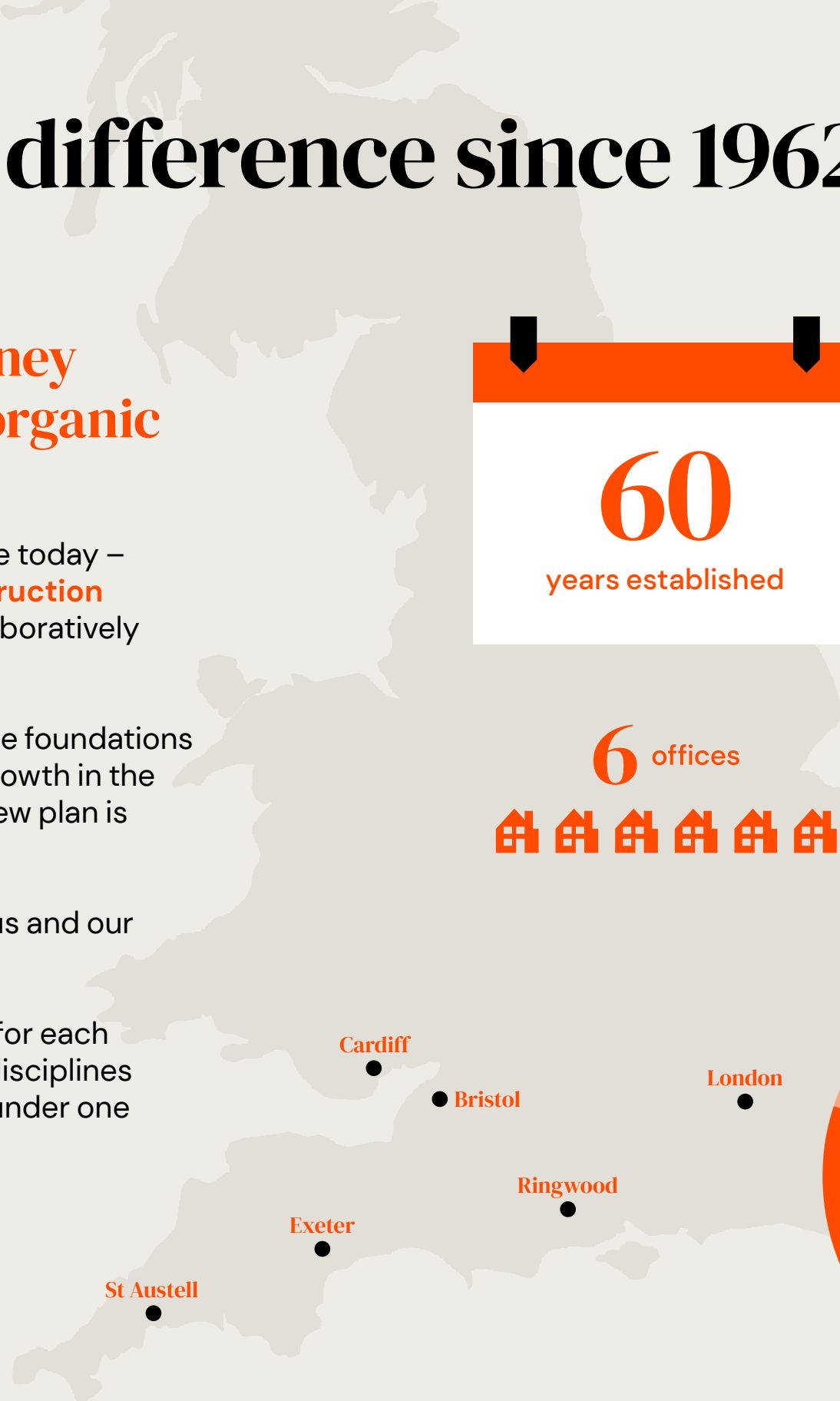
**Collaborate**



**Cultivate**



**Contribute**



# Be part of a great team

**1Team** provides the framework to take our projects to new heights. We go **beyond expectations** within a positive, collaborative team environment.

Experience the difference: an unrivalled service, promoting positive energy with positive outcomes.





# Delivering great projects





# And working with a developing portfolio of clients

20+ years



5-10 years



10-20 years

1-5 years

# An environment where people flourish...

As we step into the next decade, we are committing to and building on the visions of those before us. Our goal is to be a **net zero operation by 2028**.

Continuing to empower our staff to flourish and exceed expectations on every level. Dedicated to service, high standards and a positive impact on society and the planet.

## Integrity

We work with respect, pride and transparency. We take shared ownership of projects and are proud of what our company name represents.



## Nurturing

This is a place for every person at every level. We support each individual regardless of background or ambitions. We're nurturing a safe, open environment that encourages organic development.



## Humility

We let our work do the talking. No egos, no prima donnas – just a committed team who relish a challenge and work together for the best results.



## Impact-driven

Our work has a direct impact on society, our industry, and the built and natural worlds. Ensuring this impact is positive drives our decision-making.



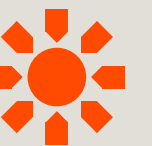
## People-centric

Our success is built on our long-term relationships. We genuinely care about our clients and each other.



## Progressive

We're always looking to evolve to be a better version of ourselves.



# The KK Way ...it's in our DNA

The KK Way is at the heart of our business, supporting our people to cultivate their academic, professional and business expertise to be their authentic best.

Comprised of **8 key themes**, The KK Way provides the framework which underpins our guiding principles.



## Opportunities for all

This is a place for every person at every level. We support each individual regardless of background or ambitions.

**KK Academy**

**Lifelong Learning**

**Leadership & Management**

**Defining Your Own Path**

## Going beyond

We provide the cultural and technical breeding ground for our people to excel in a purpose-driven environment.

**Social Value**

**Cross-discipline Learning**

**Technical Excellence**

**Unrivalled Client Care**



# But it's not all work, work, work...





# Market leading innovative benefits that support your wellbeing & grow with you

## Health and wellness options

Our Health and Wellness benefits programme is driven by our business purpose that gives you access to a host of options that increase with length of service. At every level, our Employee Assistance Programme provides a 24-hour confidential helpline and we also offer discounted gym membership / sports equipment, free eye-tests and regular seminars that cover a range of wellbeing topics, including mental health. Where Private Medical Insurance is offered, it gives the added protection of your immediate family members. After a period, you'll benefit from voluntary health screening, regardless of level.



## Insurance against unfortunate events

All staff benefit from a life assurance protection policy at four times annual salary to a nominated beneficiary. We also offer income protection insurance at some levels.



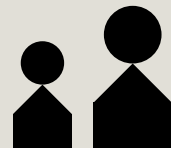
## The KK Way

You will never stand still at KK. Staff have the opportunity to study and continue to develop with us. We have highly successful training programmes at all levels including our Academy. For aspiring leaders, we have developed an excellent Leadership & Management Programme that will ease the transition into management roles. We give generous paid study leave benefits, training allowances and professional subscriptions are paid for all staff.



## Social workers

At KK we work hard, and play hard too. We hold regular company subsidised social events that could see you enjoying sea or river cruises, taking in air displays, sporting events or just kicking back with a few tipples at our local haunt.



## Incentivising sustainable forms of travel that will benefit you

Our business is aspiring to be Net Zero by 2028. That's why we provide the opportunity to lease an electric vehicle via the company's EV Salary Exchange Scheme (subject to qualifying conditions) – offering an affordable and tax efficient way to do your bit for the planet. If a vehicle is not your thing, you can also procure a bicycle for commuting via the company's Cycle to Work Scheme by salary exchange which also has tax efficiencies.





# And there's more...

## Work, life harmony sits at the heart of our business

We want our people to work to their best ability and recognise the importance of a fruitful life outside of work is key to this. That's why we offer market-leading annual leave options that increase with length of service, innovative training programmes that promote harmony in your work, life experiences, and an agile and hybrid working policy that strikes a balance between our clients, you and the business.



## A little thank-you for your commitment to KK

If you, like many others, enjoy working at KK, you will be rewarded with a combination of enhanced benefits over time. Enhanced holiday allowances, increased pension contributions, health and wellbeing benefits, as well as one-off celebratory holiday(s) and vouchers that increase with number of years served.



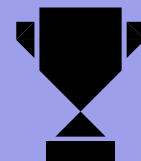
## Grand offers

Some extra cash for your Piggy Bank. We'll give you up to £1,000 bonus if, like yourself, you know someone who might be great addition to the KK Team.



## Reward

Our salaries are very competitive, reviewed annually, and include a company wide annual bonus if we've done well. We cover company travel and offer daily subsistence allowances for staff on the move.



## Team working

Whoever your team is, at KK you'll only have 1 Team – a winner every time. Our team approach is central to our ethos and ability to provide an outstanding service to our clients. Never feel alone again!



## Giving back

We support a number of charities and hold regular fund raising events across the company. Whether its baking cakes, partaking in our Tour de-Four cycle event, hiking across the Jurassic Coast path, midnight walks, there's always something to look forward to.



## The role:

# Bid Co-ordinator / Manager

**Play a key role in our strategic ambitions, helping Kendall Kingscott to secure exciting and new avenues of work.**

We are seeking a talented and ambitious individual to join our Marketing Team to support our business wide growth drive, co-ordinating and preparing bids across a range of sectors.

Working closely with our strategic and operational leadership teams, your role will extend across all of our departments. Your office base will be Bristol.

## Job description:

### Team role

Working closely and supported by an amazing, talented team of like-minded individuals with diverse skills including graphic design, comms, general marketing and social media, you will also liaise with regional office leads. Our team has helped get our new brand off the ground, but there's so much more to be done to help us achieve our vision. The role therefore offers a fantastic opportunity to be part of the journey, backed by a great team, amazing statistics, projects and a culture that cares. You will have the back-up needed to prepare stand-out bids, increase our profile and help grow our business into a national market leader with social purpose at its heart.

### Individual duties

- Identifying opportunities on which to submit bids and feeding into the decision over whether to bid.
- Using our bespoke Practice Management System (Sirius) to input marketing data that drives statistical analysis of bidding, interpreting and advising on the outcomes in conjunction with the wider Marketing Team.
- Tailoring responses, including additional sector / client specific market research to elevate our bid.
- Writing and developing standard responses to suit changing market forces, legislation etc – continual improvement to improve our library of responses.
- Completing standard commercial data requests as part of bid process.
- Liaising with Regional Leads and co-ordinating supply chain responses and support in evaluation of commercial terms with Regional Lead.
- Review of commercial terms and highlighting risks.
- Responding to stakeholder queries before, during and after bid process. Obtaining feedback.
- Overseeing the team during the process and ensuring deadlines are met.

- Drafting commercial terms for review by Regional Leads.
- Carrying out statistical analysis of historical fee levels, success rates, profitability etc to support commercial decisions.
- Drafting case-studies, CVs and other marketing collateral.
- Accurate record keeping and up-to-date awareness of companywide projects and experience.

### Skills and requirements

- Preferably degree educated in a relevant field – Marketing, Media, English, Business Administration, Architecture, Surveying etc.
- Previous experience and track record in the construction industry preferred in a bid environment.
- Ability to draft high quality submissions and respond to questions autonomously. It is expected that the candidate will have a period of learning our copy style, culture and approach and full support, training and development will be given.
- Excellent written and oral communicator comfortable working at Director level.
- Fully conversant with the competitive marketplace. Knowledge of our key sectors – Healthcare, Education, Residential and Retail beneficial but not essential.
- Sound commercial understanding of bid process.
- Driving licence to enable infrequent travel to our offices for training or team collaboration sessions.
- A desire to progress to further your career.
- A fluent, creative and punctual written style with the flexibility to adapt to our corporate tone.

### Knowledge of

- Adobe InDesign.
- MS365 conversant.



# So why apply for a career at KK?

1

**Inspiring** environment with purpose driven business ethos that creates conditions for people to thrive.

2

**Market leading benefits** that increase with length of service, and promote a healthy work, life blend.

3

**Sustainable growth strategy** that retains both small-company team agility with the safety net and opportunities of a larger corporate entity.

4

Long-standing, **supportive cultural and formal training models** at the epicentre of our business, The KK Way.

5

**Incredible statistics** – high staff retention, training success, repeat business and more.

6

**It's a great place to work**, full of inspiring, supportive, individuals focussed on upholding the KK 1 Team ethos for a common goal, delivering interesting projects for high profile clients.

## Ready to apply?

To apply for this exciting opportunity, please contact us with a covering letter and CV at [careers@kendallkingscott.co.uk](mailto:careers@kendallkingscott.co.uk). We look forward to hearing from you!

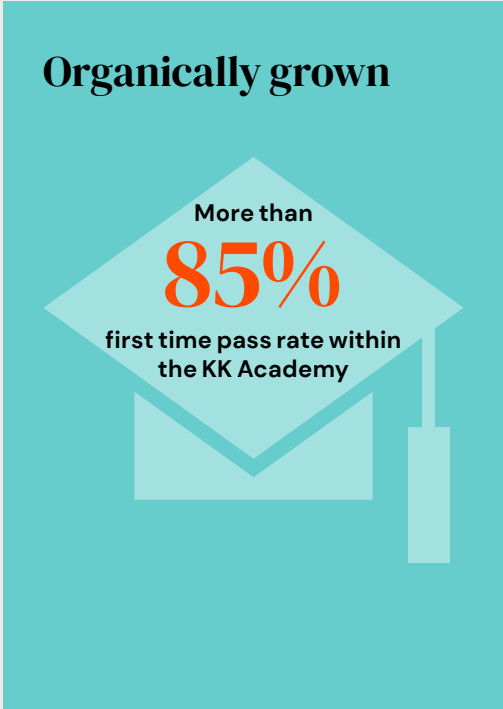
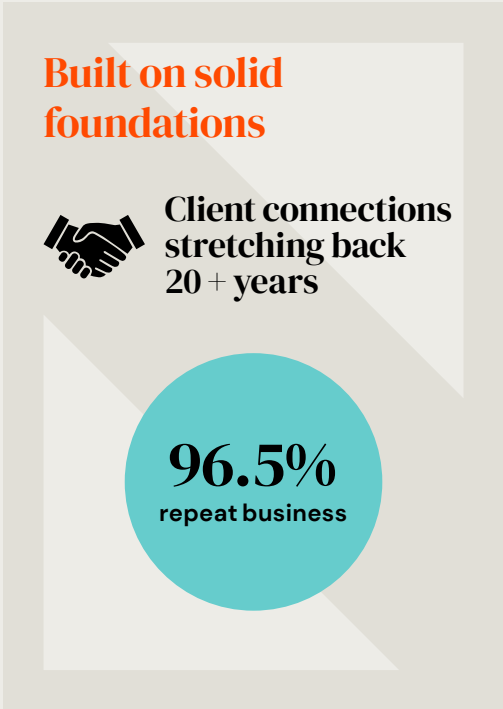
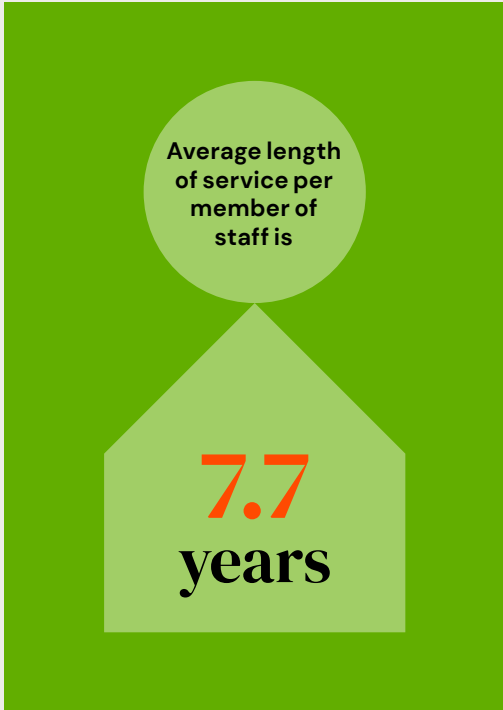
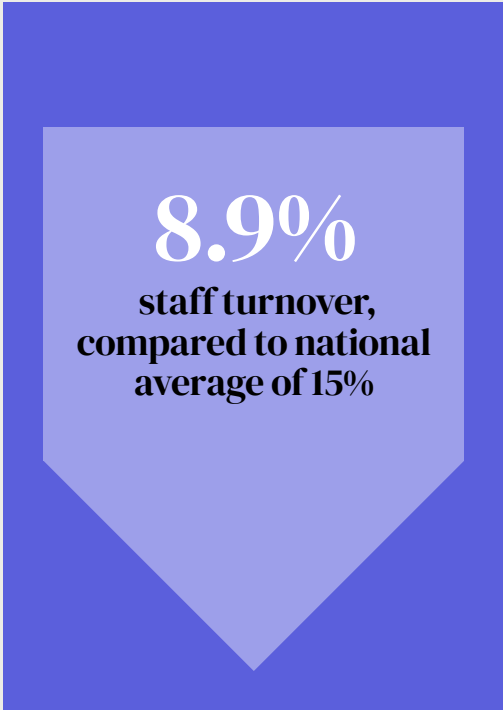
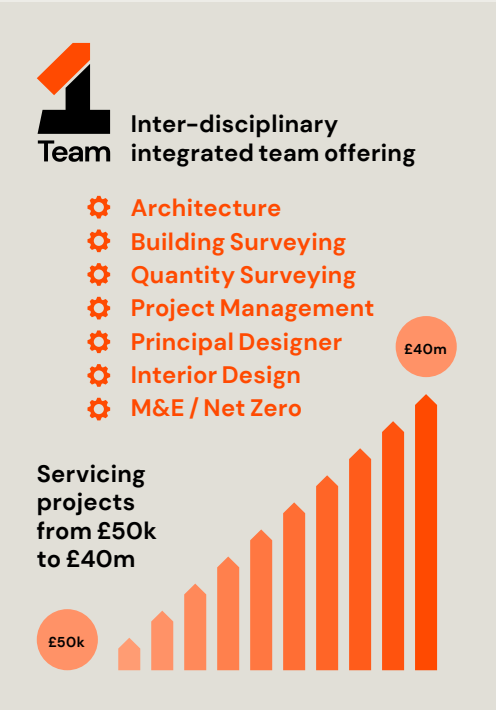


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