



APPRENTICE

Bid and Proposal Co-ordinator

How does a global organisation go from strength to strength? By constantly being on the look-out for opportunities. That's the realm of our Commercial team, who make sure we're always meeting the needs of our government-level customers, and finding new ways to grow our business. Join as our Apprentice Bid and Proposal Co-ordinator, and you'll not only open up all kinds of opportunities for our future – but for yours too.

No matter if you're a school-leaver, career-changer, or simply interested in this area, you'll get hands-on experience, respected qualifications, and the chance to land a permanent role with an organisation protecting the UK's interests all around the world. So if you're ready to step up and enjoy work with purpose, then one thing is clear: your future just got bigger.

YOUR PROGRAMME

In the Commercial Management team, you'll learn about pricing new work, finding solutions to our customers' problems, creating interesting proposals, and working with people across FCDO Services. You'll get involved in the whole bid process, helping to co-ordinate different teams across the organisation so that everything stays on track and we're delivering the very best commercial offerings.

KEY FACTS

- Level 3 apprenticeship
- Based at Hanslope Park, Milton Keynes
- Starting salary: £15,766 plus £1,750 location allowance
- Salary upon qualification could be in the region of £24,000
- 27-month programme – with a potential career at the end
- Combination of practical work and study
- Applicants need:
 - Min. two GCSEs (or equivalent, e.g. O Levels) at grade 9-4 (A*-C) in Maths and English
 - A genuine interest in bid and proposal management
 - British citizenship, having lived in the UK for the last three years before the first day of the apprenticeship
 - To be at least 16 years old by mid June 2021
- Candidates will need to undergo Security Check (SC) clearance before joining

YOUR
FUTURE
JUST GOT
BIGGER



At the same time, you'll take on a series of Bid and Proposal Co-ordinator knowledge modules. You'll learn through a blend of group sessions and digital content on our online platform, with modules including:

- Context of bidding
- Bid and proposal process
- Proposal development
- Knowledge management
- Roles and responsibilities of the bid team

Along the way, you'll learn about topics that will boost your soft skills too - like time management and relationship building. These are skills that'll definitely come in handy, because throughout the programme, you'll need to balance competing priorities and build positive working relationships with colleagues and customers alike.

Your Talent Coach will also support you to build a portfolio of evidence, all leading up to your End Point Assessment. There, you'll demonstrate the competencies you've built up through a work-based project, an interview, a showcase of your portfolio, and a presentation session. Of course, your team will be there to support you every step of the way.

COMPLETING YOUR APPRENTICESHIP - AND BEYOND

If you successfully complete the apprenticeship, you'll gain your Level 3 apprenticeship qualification. But where to next?

Well, you'll have a whole range of options to make your future bigger. We'll do our best to find you a permanent role with us, and your most likely starting point is a role within the Commercial Management team. From there, you'll be able to explore your interests, develop your skills further and set your sights on realising your ambitions.



It takes a diverse team to protect a diverse world.

