

ADEPT

CIVIL AND STRUCTURAL CONSULTING ENGINEERS



RECRUITMENT BRIEF BID & CONTENT COORDINATOR LEEDS



Adept is a dynamic, strongly established civil and structural engineering consultancy with an excellent reputation for the delivery of complex and specialist projects.

Formed in 2007 by Erol Erturan, Matthew Ramsden and Richard Parker, Adept has grown to employ seventy engineers, technicians and support staff across bases in Leeds, London, Manchester, Sheffield, Birmingham and Hull. Since 2007, the business has delivered around 4,000 schemes with a total project value approaching £3.5 billion.

Our 'hands-on' Director-led approach ensures we carefully manage progress on every scheme. We invest in the best people who work collaboratively using the latest technology to deliver innovative, value-for-money civil and structural solutions on time and to budget.

The success of our approach is evident in our 80% repeat business rate, as clients trust us to consistently deliver reliable, high-quality results.

Our Sectors:

- Commercial
- Distribution
- Education
- Energy
- Extra Care
- Food Processing
- Healthcare
- Hotel & Leisure
- Listed buildings
- Residential
- Retail
- Warehousing
- Data centres

The Opportunity

We are seeking a **Bid and Content Coordinator** to bring creativity thinking and passion in raising the brand and profile of Adept Consulting Engineers and contribute to the development of bids. The purpose of the role is to oversee and manage all bid, tender, and marketing activities across the business. The role ensures high-quality submissions, strong brand consistency, and effective coordination of marketing outputs, while supporting wider business development initiatives.

KEY RESPONSIBILITIES

- Oversee and manage bid and tender opportunities from identification through to Go/No-Go, submission, and post-submission follow-up.
- Work with senior and technical staff to prepare bid, tender, and competency submissions, including writing technical responses, gathering evidence, and ensuring timely submission.
- Develop relationships with external Framework Managers to maximise opportunities post-award.
- Create marketing materials such as capability statements, case studies, project sheets, CVs, and promotional content.
- Monitor opportunities for awards, gather supporting evidence, draft content, and coordinate submissions.
- Oversee the company events programme and provide support during peak periods.
- Liaise with the external CRM programmer to maintain and enhance system functionality.
- Identify and implement improvements in bid, marketing, and associated business processes.
- Develop and maintain the Bid Library, ensuring accuracy and version control.
- Lead the redevelopment of Adept's website (in consultation with senior management).
- Act as brand guardian, ensuring consistency across all internal and external materials.
- Support marketing and business development activity including meetings with senior management and tracking awards/logs.

REQUIRED SKILLS

- Degree-level qualification in a relevant discipline, ideally with experience in marketing and/or bid processes.
- Competent in Adobe Creative Suite, particularly InDesign.
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook).
- High accuracy and attention to detail with excellent written English.
- Strong communication and interpersonal skills.
- Ability to manage deadlines and prioritise effectively.
- Experience within an engineering or technical environment (desirable but not essential).

DESIRABLE SKILLS

- Experience in business development or framework management.
- Familiarity with CRM systems.
- Experience contributing to website content or redevelopment.
- Experience producing marketing collateral within a technical or engineering sector.





Why consider this opportunity?

Our **Leeds office** is a high quality office space in a restored mill situated on the historical Farsley Town Street.

This role can be based from any one of our offices: **Leeds (preferred), Manchester, or Sheffield**, with the successful candidate working permanently from their chosen location.

Part-time opportunities will be considered.

We are offering a competitive salary which is dependent on experience. We are also offering a range of benefits inclusive of:

- A discretionary profit and performance-related annual bonus
- Contributory pension scheme
- Holiday purchase Scheme
- Hybrid and flexible working
- Paid professional membership fees
- Private Healthcare scheme
- Monthly gym membership contribution
- Electric vehicle scheme
- Cycle to Work Scheme
- Monthly gym membership contribution
- 22 days annual leave (in addition to bank holidays),
- Employee social events
- £100 birthday bonus
- Death in service payment

Please see our [Benefits Brochure](#) for further information.

The successful candidate will be working with a highly motivated and committed team who successfully deliver an interesting and broad range of civil and structural engineering projects, within sectors such as healthcare, education and residential.

We genuinely believe in the benefits of providing a pleasant working environment where staff are respected, informed and given opportunities to better themselves.

Our Social Committee organise and run several social events every year.

Culture & Social Value

We know that a happy workforce leads to increased moral, productivity and efficiency.

CULTURE AND TEAM

Our culture is based on being entirely staff and customer focused. We invest in tailor made training programmes (apprenticeship schemes, degrees, software and technical training and sales and management training) for our staff, to help them develop and progress in their career. Our staff have a wealth of experience, talent, skills and industry knowledge.

Our staff have taken part in a number of charitable events over the years, to raise money for different charities including Action Medical Research and Barnados:

- Yorkshire 3 Peaks
- York Cycling 100km Route
- Windermere 20 Challenge

A number of staff also provide 'volunteering days' to Lineham Farm Children's Centre in Leeds (who aim to enhance the lives of local children by organising respite breaks and holidays) to help out with improvements to the facilities. All Adept staff are provided with two days paid volunteering leave per annum.

Adept promotes social responsibility, growing our own talent, and promoting engineering and construction to young people.

APPRENTICESHIP SCHEME

Adept runs a successful Apprenticeship programme, employing students from Leeds College of Building and Barnsley College. Every year new apprentices are recruited and developed, enabling them to learn and thrive.

We are proud of our ability to support the engineers of tomorrow and have employed at least one apprentice every year since 2008.

Nine members of our team have come through this route, and we continue to support Higher Apprenticeships to degree level. Our very first apprentice is now a senior engineer, having graduated from a university degree funded by Adept, and is now running his own complex scheme. A number of other Adept apprentices are currently studying at university.

EXECUTIVE TRAINING

Management training is offered through a number of professional organisations and business mentors who we have developed strong relationships with over the years. We draw upon their qualified experience to reflect on our methods and guide our business development strategy forward.

Our continued involvement with the Goldman Sachs 10KSB scheme, gives access to a variety of leadership level training and development courses.





Build your future and become a part of our success

INTERESTED?

If you are interested in this opportunity and would like to discuss it further, please contact the office:

t: 0113 239 4518

e: jobs@adeptcsce.com

Adept is an Equal Opportunities Employer



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