



Job Description: Bid and Proposal Coordinator Apprentice

Cygnus Academies Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Job Title: Bid and Proposal Coordinator Apprentice

Salary: Kent Range 6

Hours: 25 hours per week (Monday – Friday, 9:30am – 2:30pm, unpaid lunch)

Contract Type: Fixed-Term, All Year Around (12-18 Months Apprenticeship)

Location: Hybrid (Remote with one face-to-face meeting per month in Kent)

Reporting To: Chief Executive Officer

Start Date: March/April 2025

Main purpose

- The Bid and Proposal Coordinator Apprentice will support Cygnus Academies Trust and The Ambition Foundation in identifying and securing funding opportunities. This role involves assisting with bid writing, research, and proposal coordination to help drive the Trust and Foundations strategic growth.

Duties and responsibilities

Key Responsibilities

- Conduct market and funding research to identify potential opportunities.
- Support in writing concise, persuasive, and well-structured proposals.
- Maintain an up-to-date database of bids, deadlines, and outcomes.
- Work collaboratively across departments to gather necessary information for successful bids.
- Assist in coordinating submission timelines, ensuring all deadlines are met.
- Track success rates and funding wins for continuous improvement.

Training and Development

- This apprenticeship offers structured learning via RHG Consult Ltd, including workshops, one-to-one coaching, and professional development. Upon completion, the apprentice will achieve a Level 3 Bid and Proposal Coordinator Qualification and be eligible for membership of the Association of Bid and Proposal Management Professionals (APMP).

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• GCSEs (or equivalent) including English and Maths at Grade 4/C or above.• Eligibility to undertake a Level 3 Apprenticeship in Bid and Proposal Coordination.
Experience	<ul style="list-style-type: none">• No prior experience required, but previous administrative or research experience is beneficial.• Experience with writing, proofreading, or document preparation is an advantage.
Skills and knowledge	<ul style="list-style-type: none">• Strong written and verbal communication skills.• Excellent attention to detail and ability to proofread.• Ability to analyse information and problem-solve.• Good IT skills (Word, Excel, Teams, etc.).• Strong organisation and time management skills.• Ability to work collaboratively in a team environment.• A proactive approach to learning and professional development.
Personal qualities	<ul style="list-style-type: none">• Enjoys working in a structured, process-driven environment.• Motivated to develop a career in bid writing, funding, and research.• Resilient, proactive, and enthusiastic about making a difference.• Ability to adapt and work flexibly in a hybrid working environment.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: January 2025

Next review date: TBC

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____