

Job Description

Role Information

Job Title	Growth Team Administrator
Directorate (and Team)	Growth
Location (supported by Hybrid Working)	Manchester, Leeds, Birmingham Or London
Full Time or Part Time	Full time

Company Overview

Ardent is the UK's leading provider of land, consent management and stakeholder engagement services to support major infrastructure and regeneration projects from concept to delivery.

We are Project Managers, Chartered Surveyors, Engagement specialists and Land Referencers, based in London, Birmingham, Warrington, Leeds, Glasgow and Dublin and supporting projects throughout the UK and Ireland.

Established in 1992, we are a high-growth business with a client portfolio that includes some of the biggest players across our four core sectors of transport, renewables, utilities and regeneration.

We are passionate about delivering life-improving change for communities and future generations and we are proud to play a key role in facilitating and delivering the UK and Ireland's net zero and growth agendas, improving connectivity, enabling the repurposing of high streets and town centres and delivering new homes.

We are problem-solvers that are outcome focused working collaboratively with our clients to provide strategic advice and services that identify and mitigate risks, deliver efficiencies, delivering buildable consents and then implementing those consents to positively change people's lives and the world that we live in.

Role Purpose

Our Ardent purpose is - Delivering life improving change for communities and future generations.

The Growth Team Administrator will support the Growth function with activity that mainly supports the bid and proposals function by providing administrative, document management, and coordination support.

The role ensures smooth running of the bid process, compliance with procedures, and timely submission of high-quality proposals and will support the Heads of Growth with new business opportunities.

The role will support Ardent's continued growth and will ensure we are in the ideal position to maximise opportunities from bids, protect Ardent's reputation in the market and support the Heads of Growth with administrative tasks, enabling them to concentrate on work-winning.

Values Alignment & Shared Commitment

The Growth Team Administrator is an ambassador of the Ardent values, promoting a culture of integrity, collaboration and excellence, inspiring a commitment to inclusivity, change and innovation.

Ardent Values

- Thirst for knowledge - We embrace every opportunity to learn, grow and continuously improve
- Own it - We do what we say we will do. We own our individual actions, are accountable for them, and take pride in adding value
- Be the difference - Focus energy to make things happen. Go beyond process. Stand up, Stand out
- Enjoy the journey - Have fun, be engaged and be proud to be Ardent
- Adapt - We drive change and innovation to deliver growth and new opportunities in an ever-changing world

Key Accountabilities, Responsibilities & Outcomes

Accountabilities and / or Responsibilities	Outcome
<i>Bid Coordination & Support</i> - Assist the Bid Manager in the preparation, formatting, and submission of pre-qualification questionnaires (PQQs), requests for information (RFIs), and tender documents. - Track bid opportunities, maintain bid calendar and bid response library, and support internal bid reviews. - Manage version control and ensure consistency across bid documents. - Proofread and edit bid responses for accuracy, grammar, and compliance with client requirements.	Smoother bid admin process, which will save the Growth team time and ensure consistency.
<i>Administration</i> - Set up and maintain electronic and physical bid files in line with company standards, including the bid response library. - Ensure compliance with bid governance procedures and document management protocols. - Collate CVs, case studies, certificates, and supporting documents for proposals. - Prepare non-technical sections of bids (e.g., company information, policies, organisational charts).	Ensure compliance, consistency and bid excellence
Support the Bid Manager, Managing Director – Growth Division Heads of Strategic Growth with administrative tasks related to new business opportunities, including arranging meetings, preparation of meeting materials and follow up information.	Ensure consistency and allow Heads of Strategic Growth to focus on work-winning.
<i>Communication & Liaison</i> - Liaise with internal stakeholders to gather input for proposals. -	Maintain bid excellence and consistency.

Support scheduling of bid meetings, clarification calls, and client presentations. - Maintain effective communication between the bid team and wider business.	
<i>Systems & Reporting</i> - Update bid management systems, trackers, bid response library and reporting tools. - Assist with post-bid reporting and lessons learned documentation. - Maintain libraries of standard bid responses, templates, and boilerplate content. Identifying opportunities for improvement and efficiencies. Maintaining and improving automated workflows. Managing bid libraries and templates with a focus on continuous improvement, incorporating the use of AI where appropriate. Supporting data integrity and reporting across bid systems. Acting as a liaison between Growth, Digital, and Delivery teams to ensure alignment.	Ensure consistency and improve efficiency in the bid management process.

Key Competencies, Skills & Experience

Competency, Skills & Experience	Outcome
Strong organisational and time-management skills. - Excellent written English, formatting, and attention to detail. - Ability to work under pressure and to deadlines. - Good interpersonal and coordination skills. - Proficient in Microsoft Office (Word, PowerPoint, Excel, Outlook). - Familiarity	Ensures the most efficient and consistent bid management process, maximising work-winning opportunities.

with bid management or document management software – desirable.	
Previous experience in an administrative or coordinator role (ideally within bids, proposals, marketing, or projects). - Experience of working in a fast-paced, deadline-driven environment. - Knowledge of public sector procurement processes (OJEU/Find a Tender Service) advantageous but not essential.	

What we offer

We are a purpose, and values led business with a strong focus on personal growth and opportunities to contribute to impactful infrastructure and regeneration projects across the UK and Ireland, living our purpose in delivering life improving change for communities and future generations.

We promote a supportive and collaborative culture, where our people are empowered through coaching, hybrid working, and a healthy work-life balance. Our commitment to professional development is clear, from supporting early-career professionals to enabling progression through professional qualifications and continuous learning, living our Thirst for Knowledge value. We provide purposeful work, which includes our contributions to the UK's net zero agenda and community regeneration, and seek people who value the opportunity to solve complex challenges in a culture that thrives on innovation.

We're a fast-growing business with a culture centered on learning, innovation, and opportunity. Through our company-wide coaching programme, we empower our people with faster, personalised career development, a deeper connection to our culture and values, and greater ownership of their progression.

We're looking for curious, ambitious individuals who thrive in a dynamic, purpose-driven environment, where learning, openness, trust, and collaboration are at the heart of everything we do. We also know the importance of enjoying the journey, which is why we value social connection and having fun along the way.

We offer a comprehensive benefits package designed to support the health and wellbeing, engagement, and work-life balance of our team. From day one, our people have access to hybrid working, 25 days of

annual leave (with options to buy or carry over), enhanced maternity and paternity pay, and a company pension scheme.

We provide Benenden Health Care, offering mental health support, 24/7 GP services, physiotherapy, optical and dental cover, and personal accident protection (depending on level). Additional benefits include the Cycle to Work scheme, electric car leasing, recognition awards, long service leave, and a discretionary annual bonus scheme, all designed to ensure our people feel valued and supported.

We're proud to be an equal opportunities employer, and we're passionate about creating a workplace where you're empowered to bring your authentic self to work every day.

We are committed to building a diverse, inclusive team where everyone belongs. We welcome talent from all backgrounds and actively encourage applications from underrepresented groups.

If you're ready to grow with a business that's scaling rapidly and making a real impact, you're in the right place!.