

THE ACTION OF ONE

IB1

Bid coordinator

Contract: Permanent

Location: Remote

Hours: Part Time (Min. 20 hours spanning across Monday-Thursday) or Full time
(Icebreaker One works a four-day week, Mon-Thurs)

Rate: c£35k (Pro-rata)

About Icebreaker One

We are a diverse collection of like-minded people whose expertise spans policy and science, finance and engineering, data and systems—working together to tackle one of the greatest challenges of our time. We need your help.

Our mission is to make data work harder to deliver net-zero outcomes.

Our approach

Fundamental to the success of our programmes is that solutions are developed in collaboration with the sector, for the sector and by the sector.

Our [Icebreaking](#) approach underpins all our work and feeds into continuous iterative development.

Research sits at the heart of our systems-based approach and spans climate, finance, policy and industrial sectors (e.g. energy, water, transportation, built world, agriculture).

Our Data Services team deliver market-facing services, including [Trust Frameworks](#) and <https://opennetzero.org>.

Our Membership, Community and Communications teams develop strategies that allow us to work in open, transparent ways and continuously seek industry feedback.

All work is delivered using an agile-based, modular and iterative approach that includes continuous feedback from research and open consultations. Feedback and documentation are published alongside responses and actions taken on our website.

All outputs, reports, developments and deliverables undergo internal quality assurance. Early-stage research is presented in a weekly Show and Tell for internal, external and peer feedback; fortnightly heartbeat sessions with clients and funders, checks on direction of travel and shows work early; sharing draft materials for feedback is core to our process.

Outputs, reports and deliverables are drafted by the Research team, collectively reviewed and edited by the project team and project manager, and ultimately signed off by the Programme Director and CEO.

Our project management teams ensure that quality work is delivered to agreed timeframes, meeting weekly to ensure team coordination, with ad hoc meetings as required. Project management teams work closely with researchers and project team members through daily stand-ups, weekly status meetings, weekly research meetings, consistent task and deliverable tracking using Jira, constant communication with as-needed meetings, and Slack workplace communications tool.

The role

Reporting

Responsible for delivery to the Programme Director. Works closely with the Research & Development team, Programme and Project managers. Liaises and collaborates with the Product Manager, Data Services, Communications, Membership and Sales leaders.

Responsibilities

- Overseeing, developing and drafting grant and bid applications for Icebreaker One
- Identifying and assessing bid opportunities in Icebreaker One's remit
- Preparing relevant bid documentation including drafting templates, understanding all relevant documentation, guidance and requirements
- Preparing internal score sheets for assessment
- Organising assessors for internal bid review and sign off
- Organising and managing the development of grant and bid applications for Icebreaker One - identifying the right people to input, briefing them, leading the drafting of non-domain expert sections and ensuring that those sections that require input or sign off from other team members are allocated and delivered on time
- Identifying and briefing partners with the support of the Programme Director
- Responsible for ensuring we meet bid deadlines with plenty of review time, and incorporating reviewer comments
- Ensuring final bid sign off from senior leadership team member prior to submission
- Submitting bids via relevant portals or submission methods
- Collaboration with Data Services, Membership and Communications teams where required to obtain bid inputs
- Work with bids team/Programme Director to ensure bid outputs are user-needs focussed and available in a manner that can be used in product development and productisation
- Working with communications and data services team so bids use most up to date language and descriptions
- Maintaining Icebreaker One's bid language repository
- Following up after successful and unsuccessful bids with review of what worked well and what didn't to drive our continuous learning and success
- Handing over successful bids to the Programme Director to begin delivery
- Participating in regular internal Show & Tells
- Additional project support as required for programmes
 - Project administration – creating meeting templates, slide decks, and documents. Taking meeting minutes, cleaning up of the notes afterward (for easy reading)
 - Advisory Group administration – creating zoom meetings, managing calendar invites and tracking lists, and preparing materials
- Other admin and support as necessary and required by the team, broadly in line with the above key responsibilities.

Knowledge, Skills, Experience

Demonstrable experience of

- Attention to detail and administrative skills
- Excellent communication and writing skills
- A proven track record of bid coordination and multidisciplinary teamwork
- Engaging people one-to-one effectively online and in person
- Ability to summarise findings so that they can be understood by non-experts
- Using and applying Google Suite/Workspace, Slack, Capsule, social media and other tools for working remotely and in the open.

Specifics

- A highly collaborative, encouraging approach with the ability to help others understand how to achieve big-picture objectives and goals
- A highly organised and analytical approach
- The ability to work in a fast-paced, collaborative environment
- An awareness of market approaches to, and the dynamics of the race to zero
- Some familiarity with data standards & licensing (e.g. Open Data, Shared Data), and data strategy, data marketplaces and the technologies that support them would be beneficial
- Familiarity with the needs of product development and innovation
- Familiarity with corporate/enterprise transition and change

Are you an Icebreaker?

Our organisation has been built from within and will continue to do so to embrace going 'above and beyond' with flexibility - it's in our DNA and what makes us different.

Icebreakers have the energy, passion and tenacity to deliver the purpose of wide-ranging challenges. It is not just about what you can do but it is about *how* you do it as a member of the IB1 team. Online or in person, we are all part of and work together for the benefit of the Icebreaker One team and its wider constellation.

Our aim is that everyone's team experience (TX) is about shared problem-solving in open, collaborative and non-confrontationally challenging ways. We work in a supportive environment so that we can do and make things as best as we possibly can.

Icebreakers work with us on, sign up to, and strive for the following in what they do and how they behave with their fellow Icebreakers and our wider community:

- A collegiate and collaborative approach.
- Open by default, working in a fast-paced environment.
- Combining what you can bring with what you want to achieve, mixed with enthusiasm and a desire to do that alongside (and not at the expense of) others.
- A willingness to help and get stuck in with any other reasonable tasks for your project that help us achieve our goals.
- Being critical friends both internally and externally. Appropriate use of feedback channels to share up-front and friendly feedback - good friends honestly and fairly critique what each other does and it's okay to agree to disagree.

Benefits of being an Icebreaker?

- **Flexible** working - to help you work around your needs and commitments we operate a four-day week, and don't have work or meetings booked on a Friday.
- **Remote** working - we may all be working remotely but it doesn't get in the way of us working closely. Regardless of whether working remotely is by choice or by necessity - daily standups and regular work and non-work related hangouts mean you are connected to the team.
- **Supportive** working - Bring and share what you know as you'll be working with people willing to learn and share knowledge. Foster support in getting the most of the virtual/remote TX from using GoogleDocs/GSuite to Show & Tell sessions (which range from essential research to Christmas trees!).

Apply today

Applications must be received by 0900 GMT, 12th August 2024.

Email a CV or links to pages that show us what you have done and can do to help us achieve our mission to jobs@icebreakerone.org

As a team, we are committed to equality and creating an inclusive culture with diverse and balanced backgrounds. We actively encourage applications from everyone and will help to support you to reach your full potential and to be yourself in a working environment based on dignity, respect and mutual support. Before applying you will need to ensure you have the right to work in the UK and can provide documentary evidence of this. If you have any queries or need any advice or adjustments at any stage of the recruitment process please contact us at the email address above.