



Pre-Sales and Bid Manager

Job Description

INTERNAL USE ONLY

2026 Cyro Cyber Ltd

Abel Smith House,
Gunnels Wood Road,
Stevenage, SG1 2ST

This document contains Company Confidential and Proprietary information and may not be copied, further distributed, or otherwise disclosed in whole or in part, without the express written permission of Cyro Cyber Ltd.

Page 1 of 13

Contents

1 Document Control	3
1.1 Issuer Details	3
1.2 Change History	3
1.3 Non-Disclosure Statement	3
2 Background:.....	4
2.2 Governance, Risk & Compliance (GRC)	4
2.3 Cyber Security Architecture (CSA)	4
2.4 Offensive Security Testing (OST)	4
2.5 Cyber Security Services (CSS)	4
2.6 Company History.....	5
2.7 Our Values	5
3 Job Description	7
4 Role:	8
4.2 Key Responsibilities	8
4.3 Required Skills and Qualifications	8
4.4 Critical Competencies.....	8
4.5 Essential Skills and Experience	9
4.6 Primary Responsibilities:	9
5 About Cyro Cyber Limited	11
5.2 Accreditations	11
5.3 Standards	11

INTERNAL USE ONLY

2026 Cyro Cyber Ltd

1 Document Control

1.1 Issuer Details

Issuer	Cyro Cyber Limited
Address	Abel Smith House, Gunnels Wood Road, Stevenage, SG1 2ST

1.2 Change History

Version	Date	Changes Made	Author	Approved By
0.1	05/02/2026	Original Draft	CRO	CoS
0.2	09/02/2026	JD Update	CRO	
1.0	12/02/2026	Final	CRO	

- 1.2.1 This is a CONTROLLED document. It is UNCONTROLLED when printed. You should verify that you have the most current issue.
- 1.2.2 Text in **RED** throughout to be redacted if issued outside of Cyro Cyber Limited.
- 1.2.3 A copy of this policy is provided to Cyro Cyber Limited’s clients ONLY with the appropriate Data redacted due to the sensitive nature and removal of sensitive data.

1.3 Non-Disclosure Statement

- 1.3.1 This document contains intellectual property rights and copyright, which are proprietary to Cyro Cyber Limited. The work and the information it contain are submitted for making a proposal, fulfilling a contract or as marketing collateral. It is to be treated as confidential and shall not be used for any other purpose. It shall not be copied or disclosed to third parties, in whole or in part, without the prior written consent of Cyro Cyber Limited.

INTERNAL USE ONLY

2026 Cyro Cyber Ltd

2 Background:

2.1.1 Cyro Cyber are Cyber Security Specialists. We don't do anything else. We focus on being the best at what we do and not diluting our skills by offering other IT or Consultancy services. We have 4 teams of experts focused on their own areas of specialism:

2.2 Governance, Risk & Compliance (GRC)

2.2.1 Our GRC team are hugely experienced Governance, Risk & Compliance consultants with an enormous breadth of knowledge around specific regulation, standards and compliance (inc. PCI DSS, ISO27001, HMG (CAF, CSP, PSN and CCP), SANS, CPNI, NIST etc) as well as significant technical expertise in advising clients how to achieve their required levels of security.

2.3 Cyber Security Architecture (CSA)

2.3.1 Our CSA team are a crack team of architects and engineers deployed to design and implement the Cyro security controls set of technologies to meet client need. They specialise in tailored installation of proven technologies into any environment to improve protection. From firewalls to unified security management platforms this team are as astute as they are helpful in solving technical problems.

2.4 Offensive Security Testing (OST)

2.4.1 Our OST team is responsible for testing applications, systems, environments and devices every year. The team routinely research vulnerabilities, compile threat intelligence and assist clients in shoring-up their data security.

2.5 Cyber Security Services (CSS)

2.5.1 Our SOC team are highly trained Security Operations Centre analysts who are constantly monitoring and investigating activity on client's system to identify malicious or scurrilous actions in order to alert and respond before any damage is done.

INTERNAL USE ONLY

2026 Cyro Cyber Ltd

CYROGRC

Governance, Risk & Compliance

- Assurance
- Strategy & Transition
- Audit & Assessment
- Skills & Resourcing
- Cyber Security Maturity
- Risk Management & Scoring
- vCISO
- Cyber Awareness

CYROCSA

Cyber Security Architecture & Engineering

- Security by Design
- Zero Trust Architecture
- Design & Implementation
- Technology Selection
- Control Assessment
- Azure & Cloud
- Cloud Hardening
- Secure SD-WAN

CYROOST

Offensive Security Testing

- Penetration Testing
- Red Teaming
- Scenario Testing
- Social Engineering
- Adversary Simulation
- Secure Code Review
- Phishing Simulation
- PTaaS

CYROCSS

Cyber Security Services

- Managed SOC, SEIM & SOAR
- Managed EDR, XDR
- Vulnerability Management
- Threat Intelligence
- Threat Hunting
- Cloud & On-prem
- Incident Response

2.6 Company History

2.6.1 Cyro Cyber was founded in 2021 to address the needs of public sector and financial organisations to secure their Critical Digital Infrastructure.

2.6.2 Today, whilst our reach, size and depth of expertise have grown, our principle aims have not; that is to provide the best, independent advice, and services to keep our clients safe in a world of ever-changing cyber threat.

2.6.3 In 2022, Cyro Cyber were invested in by Telent (the large Critical National Infrastructure technology services provider) and remains part owned and managed by founders and employees. This gives us the unique strength in remaining agile and specialist whilst working on significant and critical projects and infrastructure.

2.6.4 Cyro Cyber has offices across the UK (London and Farnborough)

2.7 Our Values

2.7.1 All Cyro employees are asked to contribute to making Cyro a company to be proud of. To do this we adhere to our principal values. These values are used as part of the recruitment process and through-out a career a Cyro as part of the appraisal system. Be Cyro:

INTERNAL USE ONLY

2026 Cyro Cyber Ltd

Be Committed	Be Your Best	Be Respectful	Be Original
<ul style="list-style-type: none"> ✓ Show integrity & strength of Character ✓ Be honest, discreet and ethical in your work. ✓ Be proud of your work ✓ Advocate what we do ✓ Work hard, play hard ✓ Seek out new opportunities 	<ul style="list-style-type: none"> ✓ Accomplish your goals. ✓ Prove it can be done. ✓ Learn and improve. ✓ Be smart, professional, punctual & reliable. ✓ Do things well. Seek to impress. ✓ Celebrate achievement ✓ Enjoy the ride 	<ul style="list-style-type: none"> ✓ Be loyal, respectful and generous to everyone you work with. ✓ No surprises. ✓ Co-operate, assist and support. ✓ Work as a team. ✓ Seek and give feedback 	<ul style="list-style-type: none"> ✓ Look for ways to improve what we do. ✓ Stay ahead of the curve. ✓ Apply your acquired knowledge to bring solutions ✓ Make a difference ✓ Seek new experiences

INTERNAL USE ONLY

2026 Cyro Cyber Ltd

3 Job Description

Title	Pre-Sales and Bid Manager
Grade	SFIA 5
Reports to:	CRO

INTERNAL USE ONLY

2026 Cyro Cyber Ltd

4 The Role

- 4.1.1 The Pre-Sales and Bid Manager will assemble and manage a bid function that has the skills to prepare and submit a winning bid, whilst taking ownership of the end-to-end bid process. The Pre-Sales and Bid Manager is responsible for managing an opportunity from initial identification of a client requirement through to contract renewal strategy (where aligned to RFP process).
- 4.1.2 The Pre-Sales and Bid Manager is significantly involved pre-RFP, driving the Market Engagement and Go/No-Go Phases and ensuring all resources are aligned to the client’s requirements long before the Design and Bid Phase gets underway. After bid submission, the Pre-Sales and Bid Manager remains involved through the Presentation and Negotiation & Contract Phases, ensuring all lessons learned (good and bad) are fed back and implemented.
- 4.1.3 Responsibilities include the introduction and implementation of all necessary bid procedures, governance, and processes. This is a highly networked role that requires an ability to work under pressure and to challenging deadlines. It requires strong people management and commercial skills.
- 4.1.4 The chosen candidate will possess strong project management skills, excellent written and verbal communication abilities, and the capacity to work under pressure to meet tight deadlines. They are detail-oriented, strategic thinkers who can coordinate across teams, mitigate risks, and produce compelling, high-quality proposals/RFP responses that resonate with clients.
- 4.1.5 The end-to-end Cyro Bid process is below;

Bid Phase	Description
Market Engagement	Management and monitoring of PQQ/RFI/RFP platforms and tender notices to provide an early view of appropriate bids and bid resource planning. To include the management of Bid platforms and Cyro’s registration to these (Achilles, CSS3, G-Cloud, Bravo). To include the management of the Cyro Bid Library to ensure continues to meet market trends and requirements. To include the management of Cyro Bid Software.
Go/No-Go	Bring appropriate tenders and RFPs to a wider Cyro forum, to include Operating Board representation and SMEs, to determine which bids the business support, with the greatest winning potential, recording output and any limitations highlighted which could feed into new solution requirements.
Design	Formulate the winning themes of the bid, to design and document Cyro’s response approach and work with SME teams to create HLD documentation, task breakdowns, 3 rd party and vendor support.
Bid Content	Documentation of response to ensure it meets the RFP and tender criteria without gaps. Working with SMT and OB to align bid economics, ensuring commercials are presenting a winning stance without jeopardising Cyro margin. To include the management of Bid Software and Bid Library.

INTERNAL USE ONLY

2026 Cyro Cyber Ltd

Submission	Submitting the bid and associated articles on time with deadlines managed against all other business priorities.
Presentation	Management of resources required to best present Cyro's potential and capability to the client. Leading on presentation content, agenda and required input from all parties/SME leads.
Negotiation and Contract	Managing communication during and timescales surrounding the formal award, working with legal, operations and resourcing to manage requirements.

4.2 Key Responsibilities

- 4.2.1 Manage the end-to-end bid process.
- 4.2.2 Manage virtual bid teams and inputs from key SME stakeholders, engaging with sales, marketing, product teams, finance, commercial, legal, project management and delivery.
- 4.2.3 Work with the CRO and Sales lead/Account Manager to develop a clear win strategy for each bid and ensure win themes are clear and compelling
- 4.2.4 Conduct analysis of the bid requirements to lead a go/no-go review.
- 4.2.5 Understand and resolve complex technical, strategic and business issues related to the bid.
- 4.2.6 Prepare and review the commercial aspects of the bid, ensuring all products / services are included in the final price to the client.
- 4.2.7 Risk tracking and management throughout the bid process.
- 4.2.8 Contributing to the written proposal – both in terms of content and presentation.
- 4.2.9 Ensure timescales are achieved at each step of the bid process, including all internal governance, while taking the initiative in setting realistic deadlines which don't disturb business priorities.
- 4.2.10 Ensure on-time submission of compliant and commercially sound bids
- 4.2.11 Co-ordinate and plan all client presentations required as part of the bid submission
- 4.2.12 Drive continuous improvement through post-bid reviews, both internally and with clients, documenting both positive and negative aspects.

4.3 Required Skills and Qualifications

- 4.3.1 Proven ability in delivering winning, high-value product or services opportunities (sales background, not simply bid experience). Ideally has a background in solution selling and experience of bid management from opportunity identification through to project delivery, and will provide valuable input into value proposition

INTERNAL USE ONLY

2026 Cyro Cyber Ltd

development, opportunity qualification, win strategy, commercial discussions, and solution delivery.

- 4.3.2 Proven team leadership skills in office-based and virtual work environments. Must be an excellent communicator and comfortable working at C-suite/Director Level and more technical members of staff.
- 4.3.3 Will be fully conversant with the competitive marketplace. Sound commercial understanding and profit and loss experience coupled with risk management skills. Has the ability to manage complex, multi-workstream opportunities. Solid understanding and management of internal governance procedures.
- 4.3.4 Familiarity with the Cyber Security Professional and Managed Services market and relaying critical information and updates to the bid team.
- 4.3.5 Understand the basics of prompt engineering for generative AI / AI tools and how they can be used for driving efficiencies across bid management tasks, content creation, tone adjustment, task automation, and utilisation of bid library precedent.
- 4.3.6 Educational Background: hold a degree, with desirability in a technology-related field such as computer science, information technology, or engineering.
- 4.3.7 Communication Skills: Strong verbal and written communication skills are necessary to convey technical information to non-technical stakeholders and to lead teams effectively.
- 4.3.8 Problem-Solving Abilities: be adept at analysing problems and developing effective solutions to keep projects on track.

4.4 Critical Competencies

- 4.4.1 Proven experience operating in the bid process, proposal writing, or within a similar role
- 4.4.2 Experience working in a deadline-driven environment with multiple stakeholders.
- 4.4.3 Excellent project management and organisational skills, with the ability to manage multiple projects simultaneously
- 4.4.4 Strong written and verbal communication skills with the ability to articulate complex ideas clearly
- 4.4.5 Outstanding attention to detail
- 4.4.6 Proficiency in using Microsoft Office tools and familiarity with bid management software
- 4.4.7 Ability to work under pressure and meet tight deadlines
- 4.4.8 Enjoy being a team player, ability to convey company culture, values and work ethic to internal staff as well as customers and business partners.

INTERNAL USE ONLY

2026 Cyro Cyber Ltd

4.5 Essential Skills and Experience

- 4.5.1 BPSS cleared and eligible for SC
- 4.5.2 Experienced in project coordination of professional consultancy and managed services.
- 4.5.3 Excellent organisational skills with analytical and planning skills
- 4.5.4 Proven stakeholder management skills
- 4.5.5 Excellent verbal and written communications skills
- 4.5.6 Methodical with good numeric / financial skills
- 4.5.7 Takes responsibility and ownership of tasks, seeking clarification as required
- 4.5.8 Fully conversant with Microsoft suite of products - to include Excel, Word, PowerPoint, Power BI, SharePoint and Teams (Approvals, Shifts)
- 4.5.9 Desirable experience within the cyber security industry sector

INTERNAL USE ONLY

2026 Cyro Cyber Ltd

5 SFIA Level 5 Description

- 5.1.1 Provides diverse and complex knowledge to support the sales team from a product and sector specific perspective. Supports and guides others, delegates tasks when appropriate, works autonomously under general direction, and contributes expertise to deliver team objectives.
- 5.1.2 Designs and implements sales support and bid strategy and works with the sales team and senior management to implement a successful bid process.
- 5.1.3 Leads the bid process within the organisation.
- 5.1.4 Builds on and delivers the support required to adequately understand a clients requirement and translates this to Cyro Solutions and Products.
- 5.1.5 Supports the technical subject matter experts in Cyro to provide knowledge sharing capability to adequately support the sales team with client scope meetings and service presentations.
- 5.1.6 Plans, monitors and controls the bid work of the sales teams. Contributes to the development and training of sales teams and product/service development.

INTERNAL USE ONLY

2026 Cyro Cyber Ltd

6 About Cyro Cyber Limited

6.1.1 Cyro Cyber Limited is a collective of some of the UK's most experienced and savvy cyber security, information assurance, data protection, IT governance and compliance experts. The founders of Cyro have been in the industry since its inception and in that time have been responsible for securing the most critical of national and commercial assets. Our services are comprehensive, our pragmatism incomparable and our reputation enviable.

6.2 Accreditations

6.2.1 Cyro consultants are all highly accredited. Accreditations include:

- ISO 27001 Lead Auditor
- ISO 27001 Lead Implementor
- ISO 27001 Internal Auditor
- CISSP
- TOGAF 9
- NCSC Certified Consultants
- Certificate in Information Security Management Principles

6.3 Standards

6.3.1 We have an in-depth knowledge of many, many security standards and regulation inc. but not limited to:

- The Telecommunications Security Act (TSA)
- ISO 27001
- ISO 27005
- ISO 9001
- ISO 22301
- NIST Cyber Security Framework (CSF)
- NCSC Cyber Assessment Framework (CAF)
- Payment Card Industry Data Security Standard (PCI-DSS)
- MOD Security Principles (Secure by Design and JSP-440)
- IEC 62443

INTERNAL USE ONLY

2026 Cyro Cyber Ltd