JOB DESCRIPTION

**POST TITLE:**  Bid Writer & Research Graduate

**GRADE:** Harmonised Salary Scale Point 19 - 24

**WORK ARRANGEMENTS:** 37 hours per week/52 weeks per year

**DEPARTMENT:** Strategic Planning & Funding

**RESPONSIBLE TO:**  Director Strategic Planning, Funding & Performance

**RESPONSIBLE FOR:** To identify potential funding opportunities, develop bids & tenders and secure contracts for external funding for the College Group. Support the strategic development of the College with completion of in depth research and analysis.

# **DUTIES AND RESPONSIBILITIES**

1. To identify and evaluate external funding opportunities which will support the business and the strategic direction of the College Group
2. To research and prepare bids & tenders in conjunction with other staff to secure external funding, including commercial opportunities.
3. To produce a monthly report to Senior Managers regarding all bids and opportunities
4. To actively engage with internal and external stakeholders, attend meetings and develop key networks with potential external partners relating to funding opportunities.
5. To work closely with the Finance Business Partner to prepare financial analysis for funding opportunities, including return on investment and budgets.
6. To monitor successful bids and liaise with managers to ensure key milestones and monitoring report deadlines are met.
7. To regularly review key Government policies and initiatives, identify opportunities and prepare regular synopsis reports for management.
8. To conduct detailed customer analysis for all areas of the business and develop a comprehensive understanding of the colleges customers, competitors and communities.
9. Undertake labour market intelligence and competitor analysis to support with planning across the business and development of curriculum opportunities
10. To edit, record and report the research information in a form useful to colleagues including analytical reports, charts and graphs;
11. To develop a comprehensive infrastructure for research resources that support growth and development.
12. To work closely with all College Managers to support their research requirements.
13. To ensure the timely production of reports and other documents as requested by the Principal, Corporation and other relevant committees.
14. To promote a positive image at all times to internal and external customers and contacts.
15. To represent the College externally, promoting excellent external relationships and a positive corporate image.
16. To participate in development activities to ensure that professional contributions are up-to-date.
17. To show a commitment to working co-operatively within a self-critical culture, including acting as a member of a quality team.

# **GENERAL**

1. Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College’s own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

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| **Post:** | Bid Writer & Research Graduate | **Department:** | Strategic Planning & Funding |

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| **Key Requirements:** | **Essential/**  **Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| Degree or equivalent in English, Marketing, Communication or related discipline | **E** | **A** |
| **Experience:** |  |  |
| Experience in research methods and sourcing information by electronic, verbal and written means | **E** | **A/I** |
| Experience identifying and responding to formal tender opportunities | **D** | **A/I** |
| Experience interpreting research results and making recommendations | **D** | **A/I** |
| Experience in preparing detailed written material to very specific requirements (e.g. funding bids, tenders, reports etc) | **D** | **A/I** |
| Experience in working with a team/partners to produce bids to meet specifications | **D** | **A/I** |
| Experience in working to tight deadlines | **E** | **A/I** |
| Experience in working in a fast moving, and changing business environment requiring a flexible and responsive approach | **E** | **A/I** |
| Interacting effectively with customers | **E** | **A/I** |
| Working in Further Education | **D** | **A/I** |
| **Skills/Knowledge:** |  |  |
| Ability to understand/interpret and respond to specific requirements to ensure accuracy of information within the bid writing process and research requests | **E** | **A/I** |
| Ability to assess the impact of legislative changes/government priorities within the College environment | **D** | **A/I** |
| Exceptional attention to detail | **E** | **A/I** |
| Excellent presentation skills | **E** | **A/I** |
| Ability to work as part of a team | **E** | **I** |
| Excellent communication and interpersonal skills especially written grammar, vocabulary, spelling and punctuation. | **E** | **I** |
| Highly motivated with natural enthusiasm | **E** | **I** |
| High level competence in the use of Microsoft Office: Word, Excel, PowerPoint plus Email and the web. | **E** | **I** |
| Knowledge in the use of tender tracking and submission portals | **D** | **A/I** |
| Ability to analyse and solve problems | **D** | **A/I** |
| Knowledge of the post-16 education sector | **D** | **A/I** |
| **Qualities:** |  |  |
| Ability to work under pressure and prioritise workloads | **E** | **I** |
| Willingness to undertake travel in line with the needs of the role | **E** | **I** |
| Flexibility in working patterns | **E** | **I** |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | **E** | **I** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | **E** | **I** |

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Produced by:** | Sue Saunders | **Date Produced:** | 05/07/2018 |