



## Job Description

## Bid Writing, Projects and Subcontracting Officer

### Role Specific

To co-ordinate external funding activity, along with subcontracting arrangements.  
Lead on the production of bids including the writing of bids.

### External Funding

1. Lead on the production of bids including the writing of bids.
2. Monitor and review performance of all externally funding projects.
3. Ensure accurate and timely submission of claims and evidence.
4. Liaise with the MIS team to ensure the accurate and timely submission of data returns.
5. Responsible for ensuring compliance with contracts.
6. Liaison with external project funders.
7. Identify costs of delivering projects.
8. Ensure evidence requirements in place are appropriate to funding stream and contracts.
9. Liaise with Finance to ensuring the college is accurately accruing for its externally funded provision.
10. Work with curriculum/deliver colleagues to identify costs of delivery and enable the college to predict expected income and expenditure for projects.
11. Provide senior managers and curriculum teams with regular performance information.
12. Produce profiles of delivery which enable the College to effectively monitor performance.

### Subcontracting

1. Manage subcontractor due diligence process.
2. Ensure College's due diligence process is best practice and reflective of latest guidance from ESFA.
3. Liaise with curriculum teams to ensure compliance with subcontractor management and monitoring framework
4. Liaise with curriculum teams to ensure that they have monthly performance management information which supports decision making.
5. Ensure timely submission of subcontractor declarations including any in year changes are reported to the ESFA.
6. Maintain the college's Subcontractor Fees and Charges Policy ensuring it meets latest ESFA requirements
7. Liaise with MIS and Finance to ensure accurate monitoring of subcontractor performance.
8. External assurance compliance.
9. Production and issue of contracts.
10. Ensure college's SLA is reflective of latest ESFA requirements.
11. Maintain the College's register of Delivery Subcontractors.
12. Implement and manage processes for monitoring and reviewing subcontractor performance ensuring that College budget and business planning processes are informed by these processes.
13. Provide senior management with performance information.
14. Support curriculum teams to reprofile delivery.
15. Issue variations to contracts.





### **College Responsibilities**

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively.
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation.
3. Value diversity and promote equality.
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies.
5. Contribute to cross-college events.
6. Adhere to College policies and procedures including health and safety.
7. Ensure good communication at all levels.
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults.
9. Any other duties that the Principal considers appropriate.





Person Specification	Bid Writing, Projects and Subcontracting Officer
	Essential / Desirable
<b>Qualifications and Attainments</b>	
A degree in a relevant subject, or appropriate equivalent work experience	Essential
<b>Training, Experience and Knowledge</b>	
Successful record in coordinating externally funded project activity	Essential
The ability to work in partnership with external organisations	Essential
Experience of reporting on project outcomes including budgets	Essential
Knowledge and understanding of the post 16 learning and skills sector	Desirable
Good understanding of the requirements relating to sub contracted activity	Desirable
<b>Personal Skills and Attitudes</b>	
Excellent ICT skills	Essential
Ability to manage own workload and prioritise effectively	Essential
Possess excellent verbal and written communication skills	Essential
Ability to maintain confidentiality and exercise discretion	Essential
Be a team player and have the ability to work autonomously	Essential
Have the ability to plan, implement, monitor and evaluate within tight deadlines	Essential
Excellent organisational skills and ability to meet deadlines/targets	Essential
Display initiative, be positive and enthusiastic	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Flexible approach to working times in line with the College (attendance at Open Events; Parents' Evenings etc., as required)	Essential

