



JOB DESCRIPTION

POST TITLE: BID AND PROJECT MANAGER
(MATERNITY COVER)
POST NUMBER: WREQ3624
GRADE: MANAGEMENT SPINE

JOB PURPOSE

Working in the Business Growth Team, the Bid and Project Manager will focus on the development of a range of high-quality bids and opportunities that will help secure income for the college and generate opportunities for learners studying with Weston College Group.

An effective and impactful bid manager and writer the post holder will be able to collaborate with internal and external stakeholders to create outstanding bid and project solutions that achieve positive results. They will further be required to manage the mobilisation of successful bids and projects and demonstrate experience and confidence in stakeholder engagement.

The Bid and Project Manager will work pro-actively as part of the Business Growth team to research, develop and write bid and project solutions and manage multiple projects to strict deadlines.

The Bid and Project Manager will report directly to the Lead Bid and Project Manager and under the overall direction of the Head of Business Growth, and the Deputy Principal for Business Engagement.

KEY TASKS AND DUTIES

- Identify, develop, write and manage innovative bids / proposals for new business which take into account a full assessment of the risks, opportunities and strategic growth priorities of Weston College Group.
- Internal stakeholder engagement - Work with members of the Business Growth Team, Faculty Deans and department managers across the College, to develop high-quality bid and project solutions, under the line management of the Lead Bid & Project Manager, Head of Business Growth, and Deputy Principal for Business Engagement.
- External stakeholder engagement - Work with external partners, including education, voluntary sector, employers and private sector organisation, to develop collaborative bid propositions – either led by Weston College Group or a third party.

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- Develop and deliver presentations to internal and external stakeholders to highlight bidding opportunities and mobilise teams to deliver successful outcomes – winning bids.
- Demonstrate a strong financial acumen with a focus on revenue and profitability/contribution, develop sound financial models prior to bids being submitted, working closely with faculty areas and finance to ensure bids are commercially viable.
- Contribute to the negotiation of clear deliverable contracts/ Service Level Agreements with employers/ funders.
- Ability to work with employers and other key stakeholders locally, regionally and nationally to facilitate College growth.
- Contributing to strategic planning for new business and commercial approaches.
- Development of a 'bid library' and ensure compliance with bid processes which improve efficiency and quality of bids and tenders.
- Demonstrate an understanding of labour market intelligence, apply commercial skills and awareness of the economic and industrial climate to identify and develop opportunities, and make recommendations to the Business Growth Team.
- Carrying out research to support the development of proposals/ bids.
- Develop and demonstrate a comprehensive understanding of funding streams and curriculum design.
- Provide highly-effective and efficient project management and use initiative and deliver results.
- A highly motivated individual with drive and determination and a proven track record in delivering outcomes to contract requirements

GENERIC TASK AND DUTIES

In addition to the requirements of the post above, you will be responsible for:

- Developing innovative approaches to engaging new business opportunities.
- Monitoring performance against targets.
- Ensuring academic standards are maintained and improved.
- Ensuring college administrative procedures are carried out.



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- Collaborating with other college groups in the development and preparation of bids/projects.
- Ensuring adherence to college policies and procedures.
- Providing reports, data and other information as required.
- Monitoring and evaluating to ensure quality, validity, accessibility and relevance.
- Representation on internal and external committees etc, as and when required.
- Development and validation of bids in response to student /college needs and external bodies.
- Motivating and developing members of project teams and members of the Business Growth Team.
- Acting as appraiser (as specified in the College Policy) for members of the team as appropriate.
- Other duties as may be required by the Principal to reflect changes and developments commensurate with the grade of the post.

HEALTH AND SAFETY

All staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine 1-5: £35,955.00 - £40,516.00 per annum.

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays and college closures.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Clear concise bid writing skills – an ability to draft original and inspirational written content, and deliver successful bid outcomes.	✓	
Experience of developing winning tenders/ bids / proposals.	✓	
High attention to detail – able to produce written material of a high standard – including presentations, reports, business plans, proposals, tenders, applications.	✓	
A track record of writing and managing bids/project solutions containing a high level of innovation and creativity.		✓
Commercial awareness with experience and understanding of the importance of revenue and contribution towards business profitability.	✓	
Experience of working at a strategic/ management level in an organisation.		✓
Project management experience.	✓	
Experience of developing and delivering presentations to a high standard	✓	
Five GCSEs at Grade 4 / C or above (or equivalent), including Mathematics and English. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English, or be willing to undertake the Qualification whilst in post.</i>	✓	
Degree and/or relevant professional experience.	✓	
Experience of working with external stakeholders, including partners and large employers locally, regionally and nationally.		✓
Business development experience with a track record of successful results.	✓	
Thorough understanding of education funding and strategic planning methodologies.		✓
Sound working knowledge of budgeting procedures/management.		✓
Setting and achieving high standards for self, teams and students.	✓	



PERSON SPECIFICATION

Experience of working under pressure to meet strict deadlines.	✓	
Significant administrative experience in a busy administration/office based role.	✓	
Excellent IT skills – Microsoft Office packages.	✓	
Excellent interpersonal communication skills – able to form positive productive relationships internally and externally.	✓	
Able to influence others at all levels and inspire collaboration and innovation.	✓	
A proactive and robust approach to project management.	✓	
Sound appreciation of current FE/HE issues.		✓
Knowledge and experience of current teaching and learning strategies.		✓