

JOB DESCRIPTION

POST TITLE: STRATEGIC PROJECTS AND BID MANAGER
(FIXED TERM FOR 1 YEAR)
POST NUMBER: WREQ3833
GRADE: MANAGEMENT SPINE SCALE

JOB PURPOSE

Weston College is one of the fastest growing education providers in the UK. In recent years, the continued growth of the College has been supported by its ability to secure grant funding and large-scale contracts, effectively mobilising and managing high-profile projects working with employers and funding partners.

The College is entering an exciting new phase, delivering ambitious plans for continued growth, and driving our mission of *creating brighter futures* for learners.

Working in the Business Growth Team, the role of Strategic Projects and Bid Manager will suit a driven individual, with a proven track record of managing winning bids with a team and managing large scale projects.

This role is required for a fixed term of 12 months and will focus on the development and implementation of a range of new and existing business opportunities to support the continued growth of the Weston College Group including capital funding, grant funding and contracts with employers to deliver outstanding training. In addition, the role will require financial acumen, an effective approach to project management, ability to motivate and engage with stakeholders, and a results-driven commitment.

The Strategic Projects and Bid Manager role is required to achieve targeted business and income generation for the organisation. The post-holder will be innovative, inspirational and forward thinking, and will be able to identify opportunities for the College and translate these into sustainable successful contracts / projects.

KEY TASKS AND DUTIES

As post-holder, you will be responsible for the following:

- Managing and overseeing large and complex bidding / tendering opportunities, which:
 - Deliver diversification of income streams.
 - Produce efficiencies within existing contracts.
 - Grow / Protect existing market share (including, capital bids).

JOB DESCRIPTION

- Ensure that the quality profile of the College is maintained.
- Improve the experience and / or progression of learners.
- Stakeholder engagement, including organising and managing internal and external stakeholder groups to understand bidding opportunities.
- Create a vision and deliver a bid project plan to create the highest quality submissions, on behalf of the College Group, meeting strict deadlines.
- Demonstrate financial acumen and ensure a close working relationship with the College Finance team, ensuring all bids, including delivery model profiles, are realistic, financially viable and deliver a positive financial contribution for the Weston College Group.
- Identify and produce high-quality bids / proposals for new business, which take into account a full assessment of the risks and opportunities.
- Strategically plan the new business approaches with colleagues across the organisation.
- Provide effective and efficient mobilisation of strategic projects, including as the nominated lead, ensuring successful delivery of projects across Weston College Group:
 - Implement robust mobilisation plans
 - Effectively mobilise and manage project teams
 - Implement planning across all new projects and income streams
 - Bring innovation
 - Positively influence stakeholders to drive success
 - Provide thorough reporting
 - Deliver improvement interventions, as required
 - Create and monitor project targets and KPI's for all strategically set projects
 - Provide progress updates and reports to internal and external stakeholders, including the Weston College Leadership Board and Governing Body

JOB DESCRIPTION

- Bring innovation, identify and implement continuous improvements in the bidding process and project management approach at Weston College.
- Line manage the bid team within the Business Growth department, supporting their development and performance.
- Work proactively with other members of the Business Growth Team, Senior Managers, and other stakeholders on distinct projects / bids, including providing bid project updates to the Director of Business Growth; Deputy Principal – Business Engagement and Growth, and the College Leadership Board.
- Identify niche markets benefitting College objectives for growth.
- Work with large employers and other key stakeholders locally, regionally, and nationally, to develop strategic and commercial partnerships which lead to realising growth opportunities for the College Group.
- Negotiate clear, concise, and deliverable contracts / Service Level Agreements with employers / funders.
- Using labour market intelligence and own commercial awareness to identify / develop opportunities and make recommendations to Corporate Leadership Board on direction of travel.
- The post-holder will demonstrate:
 - An awareness of the economic and industrial climate, and the wider skills environment
 - An understanding of funding streams and curriculum design
 - Ability to working on own initiative and deliver results
 - Providing positive, strategic, and operational leadership
 - Ability to become a key leader and motivator
 - Have an innovative approach to growth within the FE and HE environment
 - Understanding of the 'Teaching and Learning agendas'
 - Deliver outcomes to contract requirements and quality criteria
 - Show drive and determination to succeed

JOB DESCRIPTION

GENERAL TASKS AND DUTIES

As Strategic Projects and Bid Manager, the post-holder will develop innovative approaches, and identify and implement new business opportunities through the production of high-quality bids / tenders, based upon the strategic vision of the Corporate Team and in line with the Weston College mission. However, in addition to the requirements of the post above, all members of the team are responsible for the following:

- 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.
- Collaborating with other college groups in the development and preparation of management bids / projects.
- Ensuring that College policies and procedures are adhered to.
- Providing reports, data, and other information, as required.
- Monitoring and evaluating programme provision to ensure quality, validity accessibility, and relevance.
- Representing on internal and external committees, *etc.*, as and when required.
- Developing and validating bids in response to student / College needs and the needs of external bodies.
- Motivating and developing members of project teams.
- Acting as appraiser (as specified in the College Policy) for members of the team, as appropriate.
- Completing all associated organisational and administrative work.
- Participating in both internal and external staff development, as appropriate.
- Meeting the requirements of the Health and Safety at Work Act 1974, and the College's Health and Safety Policies.
- Complying with Information Security requirements, in line with Weston College policy.
- Undertaking such other duties as may be reasonably required, commensurate with the grade of the appointment.

JOB DESCRIPTION

HEALTH AND SAFETY

All members of 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.

CONDITIONS OF SERVICE

The College standard Contract of Service for Management staff applies.

SALARY

Management Spine Scale, Points 8-12: £43,939.00 to £49,014.00 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 (actual).

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

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

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
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-level qualification.	✓	
Postgraduate and / or relevant professional experience.		✓
Experience of working at a strategic management level in an organisation, working with senior managers across a large organisation.	✓	
Extensive commercial awareness.	✓	
Experience of planning and executing large tendering / bidding exercises and managing strategic projects, including creation of project plans, management of working groups, identification of risks / opportunities, management of external stakeholders, and development of an innovative and financial viable bid.	✓	
High attention to detail – able to produce written material of a high standard – including presentations, reports, business plans, proposals, tenders, and applications.	✓	
Track record of innovation and creativity.	✓	
Experience of managing others; motivating and inspiring high performance and the ongoing development of line reports.	✓	
Experience of preparing successful bids for education and skills training provision, such as Ministry of Justice contracts, apprenticeship contracts and grant funding opportunities to deliver projects.		✓
Proven track record of contract management and KPI monitoring.		✓
Project management and implementation planning experience.	✓	

PERSON SPECIFICATION

Experience of working with large employers locally, regionally, and nationally.	✓	
Business development track record.	✓	
Thorough understanding of funding and strategic planning methodologies.		✓
Sound working knowledge of budgeting procedures / management.	✓	
Setting and achieving high standards for self, teams, and students.	✓	
Excellent IT skills using Microsoft packages including Word, Excel and PowerPoint.	✓	
Ability to develop and deliver high-quality presentations to internal and external stakeholders.	✓	
Excellent interpersonal communication skills – able to form positive productive relationships internally and externally.	✓	
Able to influence others at all levels and inspire collaboration.	✓	
Proactive and robust approach to managing change.	✓	
Proven track record of managing staff and teams.	✓	
Excellent management skills and the ability to lead and motivate a project team effectively.	✓	
Understanding and the ability to develop a cost-effective curriculum / business plan.	✓	
Sound appreciation of current FE / HE issues.	✓	
Knowledge and experience of current teaching and learning strategies.		✓