

Information Pack

New Business Support Officer / Bid Writer

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Open Awards

Introduction

Set up in 1981, Open Awards (formerly Open College Network North West Region) has been in business for over 37 years. We are a Company Limited by Guarantee and a registered charity.

Open Awards is based in Speke, Liverpool and currently employs 28 full-time and part-time staff and a number of external moderators who are currently contracted on an annual basis. The range of services we offer is extensive as we aim to deliver an effective and efficient service.

We welcome applications from all sectors and communities and are able to make specific arrangements and adjustments for candidates whose circumstances require this.

What We Do

Open Awards is a partnership of many different organisations, including Further Education Colleges, Higher Education Institutions, Voluntary and Community Organisations, and Employers. We are an Awarding Organisation recognised and regulated by OfQual to develop and approve units and qualifications for inclusion in the register of regulated Qualifications. We are also recognised by the Quality Assurance Agency for Higher Education (QAA) as an Access Validating Agency (AVA) to develop and approve Diplomas leading to entry to Higher Education.

We work with education and training organisations to promote quality and access in education and training so that individual learners can obtain nationally recognised credit and qualifications for achievements.

Open Awards encourages the development of qualifications to meet the needs of adults under-represented in education and training. We work with schools, employers and training providers to develop alternative qualifications for learners. Each year thousands of learners use our credits to progress on to other courses and qualifications in Further and Higher Education, in the community and in the workplace.

Open Awards seeks to:

- improve education and training opportunities for learners;
- ensure flexibility of learning opportunities;
- provide progression opportunities through credit accumulation and transfer arrangements; and
- provide and enhance equality of opportunity in all aspects of the learning environment.

The vision, mission and values of Open Awards are:

Vision: To change lives through learning.

Mission Statement: To support educational achievement for all learners.

Values:

- **Excellence**
To exceed standards in all we do, inspire excellence in our staff, centres and learners, and deliver a personalised customer service that surpasses expectations.
- **Respect**
To foster a culture of respect and inclusiveness, being receptive to each other and customers, and acting with integrity.
- **Innovation**
To listen, learn, discover and develop; to respond effectively to and invest in our staff, centres and learners.
- **Aspiration**
We strive to be visionary and influential

Open Awards Services

Open Awards offers a high quality accreditation and certification service for education and training. We are committed to offering:

- Value for money, including reasonable recognition and certification charges and a not-for-profit ethos.
- Contact with knowledgeable and responsive staff, who have curriculum expertise and offer detailed professional support.
- Access to a network of education and training organisations.
- An efficient administrative and certification service, with clear service standards.
- A commitment to promoting wider access to learning, equality of opportunity and recognition of achievement.
- Access to a comprehensive range of services, support workshops and training.

In particular Open Awards offers access to:

- Full advice and support for Open Awards accreditation, units and qualifications.
- A bank of approved units of achievement and qualifications.
- Staff development activities and curriculum forums to support networking, good practice and collaboration, and a range of specific training activities.

How to Apply

Candidates should complete the application form together with a supporting statement outlining how they meet the criteria for the post (max two sides A4).

Completed forms should be returned to nina.hinton@openawards.org.uk

The **closing date** for applications for the post is Wednesday 3rd March at 5pm.

Job Description

TITLE OF POST: New Business Proposal / Bid Writer

RESPONSIBLE TO: Assessment Manager

SALARY: £25,000 – £28,000 (dependent on experience)

STATUS: Full-time (35 hours per week), fixed-term until end-July 2021

This is an exciting new role designed to support the Business Development Team at Open Awards as we continue to diversify our funding streams and products / services. In particular, you will work closely with our new Assessment Manager to submit applications to Education and Skills Funding Agency (ESFA) and Ofqual to support the growth of our apprenticeship end-point assessment (EPA) services. In addition, you will work closely with the Head of Business and Development to identify additional funding opportunities and to write funding proposals / tender applications.

You will have strong time management / prioritisation skills; strong written English language skills; and excellent attention to detail.

FUNCTIONS OF POST:

- To support the Assessment Manager, Product Development Manager and Head of Business Development with the diversification of Open Awards and business development activities
- To support the writing of assessment strategies and project plans
- To write funding proposals and tenders
- To coordinate the collation of evidence into cohesive proposals in support of bid and tender submissions
- To re-write/edit proposal responses from a variety of stakeholders across Open Awards
- To support development of training material and assessment resources from commissioning through to delivery

MAIN DUTIES AND RESPONSIBILITIES:

Funding Proposals / Bid Writing

1. To write EPA applications and funding proposals across a variety of funding streams
 - Use intelligence from the labour market, industry networks and centres to identify opportunities for diversification
 - Coordinate the completion of applications and funding proposals / bids, including:
 - i. Leading storyboard sessions with Business Development Team, SMT and other stakeholders
 - ii. Drafting responses to funding proposals / tender applications
 - iii. Re-writing/ amending applications in response to stakeholder feedback
 - iv. Proof-reading and finalising proposals / applications
 - v. Submitting funding and similar applications on behalf of Open Awards

- vi. Collating and disseminating meaningful feedback on successful/ unsuccessful applications
 - Coordinate the relevant stakeholders to gather all necessary information and data for the submission
 - Contract with curriculum specialists / subject experts as required
2. To support the writing of assessment strategies and project plans across Open Awards business development activities:
 - Coordinate and edit draft responses from stakeholders across Open Awards, including business development; quality assurance; sales; finance; and operations.
 - Proof-read and finalise assessment strategy documents
 - Lead kick-starter meetings to populate project plans for new pieces of work
3. Ensure compliance with regulatory requirements at all times
4. Oversee the work of Development and Support staff as required to meet project objectives in accordance with the tasks set out in the job description
5. Disclose any incident, act, conviction, finding, disqualification or proceeding which may lead to consideration of the suitability to act as a Senior Officer of the organisation.

General Responsibilities

6. Represent Open Awards at a local and national level
7. Provide high quality customer service to centres and other stakeholders
8. Maintain up to date records of activities in Quartz database in accordance with policies and procedures.
9. Travel to and work from any site that the duties of the job may require
10. Carry out any other duties as specified, from time to time by the Management Team
11. To support the organisation's commitment to equality and diversity and to promote non-discriminatory practices in all aspects of the work undertaken
12. It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Open Awards policies, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, Open Awards Health and Safety policy, and the Mission, Vision and Values of Open Awards

Open Awards Mission, Vision and Values

Our Vision is:

To change lives through learning.

Our Mission Statement is:

To support educational achievement for all learners.

Our Values are:

- Excellence: To exceed standards in all we do, inspire excellence in our staff, centres and learners, and deliver a personalised customer service that surpasses expectations.
- Respect: To foster a culture of respect and inclusiveness, being receptive to each other and customers, and acting with integrity.
- Innovation: To listen, learn, discover and develop; to respond effectively to and invest in our staff, centres and learners.
- Aspiration: We strive to be visionary and influential.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

Job description reviewed – February 2021

Person Specification

Post Title: New Business Proposal / Bid Writer

Personal Attributes

- Passionate about education and skills
- Excellent written and oral communications skills
- Ability to attend and effectively participate in internal and external meetings
- Attention to regulatory and legal requirements
- Creative thinker with the ability to generate ideas for diversification and new products

Note to Applicants: *This Person Specification identifies the criteria required for this post.*
 Applicants should address these within your application.

Criteria	Knowledge and Skills	Essential/ desirable criteria
Qualifications and Training	1. Level 3 qualification or above. 2. Evidence of continued professional development	Desirable Desirable Essential
Experience	1. Experience writing or preparing funding applications / tender applications / project proposals 2. Extensive knowledge and expertise in teaching, learning and assessment 3. Experience of delivery within a further education and training setting 4. Project management skills – the ability to plan and deliver to targets; the ability to kick-start a new project and ensure achievement against agreed aims and objectives 5. Experience of writing education/ training materials or assessments, or producing or delivering blended learning materials 6. Up to date knowledge of current developments in education including regulatory activities 7. An understanding of current and emerging policy initiatives in the post-14 learning and skills sectors 8. Experience of delivering staff development or training 9. An understanding of current ESFA funding rules and guidance	Essential Desirable Desirable Essential Desirable Desirable Desirable Desirable Desirable
Skills/Abilities	1. Strong negotiation and facilitation skills 2. Strong interpersonal skills 3. Confident in the use of ICT 4. High level communication skills both verbal and written 5. Ability to represent Open Awards in discussions with	Essential Essential Essential Essential Essential

	<p>customers and other stakeholders</p> <p>6. Ability to work on own initiative within agreed targets and goals</p> <p>7. The ability to initiate and develop good practice and to contribute to the strategic development of the organisation and providing leadership.</p> <p>8. Ability to build strong relationships with customers and colleagues</p> <p>9. Ability to develop and implement processes that meet regulatory requirements</p> <p>10. Good understanding of the requirements for marketing/ selling of educational products and services</p> <p>11. Ability to identify and critically evaluate business opportunities to determine viability</p> <p>12. Ability to work unsupervised, be self-motivated and use own initiative to meet agreed targets</p> <p>13. Ability to organise work on multiple projects/accounts concurrently</p> <p>14. Ability to manage staff</p> <p>15. Ability to identify and solve problems and suggest solutions</p> <p>16. Be ICT literate using Microsoft Office and Outlook in a range purposes</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Commitment	<p>17. A commitment to Equality & Diversity.</p> <p>18. Commitment to customer services.</p>	<p>Essential</p> <p>Essential</p>
Personal Attributes	<p>19. Confident strategic thinker</p> <p>20. Willing to undertake staff development activities</p> <p>21. Be adaptable, flexible and open to change.</p> <p>22. Willingness to travel, including occasional overnight stays</p> <p>23. Current driving licence</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>