



EDUCATION, TRAINING AND EMPLOYMENT CONTRACTOR (FREELANCE)

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| Post: | Education, Training and Employment Contractor (Freelance) |
| Hours: | 10 hours per week (minimum and can be subject to change according to business need) |
| Salary: | £20 per hour. [TAX and National Insurance provisions is the sole responsibility of the post holder. Any additional employment costs incurred by the post holder outside of this brief will not be met by The Florence Institute Trust] |
| Contract Length: | 12 months in the first instance with possibility of 2 year extension subject to annual satisfactory funder outputs/outcomes |
| Place of Work: | The Florence Institute Trust (The Florrie) 377 Mill Street Liverpool L84RF |
| Responsible to: | CEO |

JOB SUMMARY:

This position is part of the Florries wider programme of employment, education and training and is advertised as a freelance sessional worker opportunity. The role involves tendering/bidding for opportunities on behalf of the Florrie to deliver employment support, education and NVQ training opportunities.

The appointed person will have responsibility for further developing a robust employment, education and training offer and securing the relevant contracts to help support our long term sustainability plans. You will be expected to secure learning contracts from schools, training or employment providers in the public/private sector or as a sub contractor for other training providers, ensuring the Florrie are successfully compliant on all relevant frameworks and tender portals.

THE APPOINTED PERSON MUST HAVE:

- Direct experience of tendering for contracts within the employment, education or training sectors.
- Experience of applying for contracts via relevant frameworks and tender portals in the public sector.

- Ability to establish excellent working relationships with local authorities and schools.
- Support the CEO in submitting applications for funding.
- Excellent story telling and writing skills.
- Excellent organisation, planning and communication skills.
- Attention to detail.
- Work to strict deadlines.
- Have a commercial ability to understand opportunities that suit the charities business needs.

HOW TO APPLY:

Please send your current CV and no more than 2 sides of A4 outlining why your skills and experiences make you suitable for this role to: Beverley Forde at bev@theflorrie.org

CLOSING DATE: 5PM ON FRIDAY 29TH MARCH 2019

These key responsibilities are not necessarily an exhaustive list of duties and does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. These duties may be varied to meet the changing demands of the programme at the reasonable discretion of the CEO. This is not a home working position and the postholder will be expected to work from the Florrie premises during contracted hours.

This post is subject to a satisfactory DBS check and two references, one being your current or last employer.