



**THE  
FLORRIE**

<b>Job Title:</b>	Education, Training and Employment Contractor (Freelance)
<b>Contract Length:</b>	12 months with possibility of extension
<b>Salary:</b>	£20 p/h
<b>Hours:</b>	10 hours per week (minimum & subject to change according to business need)
<b>Place of Work:</b>	The Florence Institute Trust
<b>Closing Date:</b>	Friday 7 <sup>th</sup> June 2019

#### **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.

#### **Essential skills:**

- 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



# THE FLORRIE

- 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

This is not a home working position and the potholder 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.

If you are interested in this position please send your CV with a covering letter (no more than 2 sides of A4) as to how your skills and experience are best suited to this position to [bev@theflorrie.org](mailto:bev@theflorrie.org) by 5pm on Friday 7th June

*NB: This job description identifies key responsibilities and requirements. It is not an exhaustive list of tasks that need to be completed. The Florence Institute Limited reserves the right to amend the job description as the role develops with the organisation.*

*This job involves regulated activity with children and adults at risk as defined by the Protection of Freedoms Act 2012. Therefore, an Enhanced Criminal Record check will be undertaken by the successful candidate and two referees, one being the last/current employer prior to employment.*

**This Job Description was agreed by the Florence Institute Board of Trustees 2019**