

Richard Newton Consulting

Freelance Support

Job Overview

Remuneration – to be agreed (per assignment) between £200 and £300 per day dependant upon task

Responsible to – Richard Newton, Director, Richard Newton Consulting or depending on task an Account Manager at the Consultancy

Key Roles

To support delivery of business in one of the following areas –

- Bid writing – particularly in respect of post-16 education
- Grant applications to trusts and foundations
- Evaluation
- Impact measurement
- Community consultation

Key Skills, Experience and Competencies required

- A track record of working within the area of specialism
- A track record of working within the not-for-profit sector
- Research skills
- Excellent communication skills including verbal skills and report / bid writing
- The ability to maintain key relationships with clients that deliver sustained business
- The ability to manage multiple projects at one time
- Effective time management
- Attention to detail
- Good IT skills including use of full Microsoft Office suite
- Excellent record keeping
- A knowledge of government policies and processes
- A team player but prepared to take on individual responsibilities
- A commercial focus
- Prepared to work at times outside of regular office hours or at locations away from the office

Desirable

- The ability to speak Welsh

Work would be allocated via mutual agreement on a task by task basis.