

CURRENT EMPLOYMENT

13/03/2015 - Present Writer and Bid Manager (Freelance) Tender Writer, Nottingham

Supporting businesses, charities, and academics with bid development, writing and management. I work with clients to write tenders and grant applications across an array of funder types and sectors which include communications & events, welfare-to-work, health & social care, innovation, and research.

Achievements: In 2021 winning an EC communications and logistics for events contract; £30M and a 90%-win rate for 2020-21. £4.8M community-services and short-breaks (total £700K) for national learning disability charity; MOD supply contract £3.5M; Crown Commercial Services Printing £5.5M; 5.9M Big Lottery/ESF welfare-to-work. CITB staff engagement research £175K. 5-year domiciliary care contract £400k/year.

19/11/2018 – 31/07/2020 Senior Research Fellow Nottingham Trent University

I am developing evidence for Impact Case Studies for the REF2021 (Higher Education Quality Assessment), in the School of Art & Design and Architecture and Engineering to demonstrate how their innovative work is positively influencing the wider world; whether that be cultural, economic, health, wellbeing, or social.

Achievements: Completed over 30 interviews with beneficiaries across the globe (artists, artisans, entrepreneurs, museum professionals, policy makers, designers, clinicians and surgeons, government officials). I also designed and completed a household survey and interviews of 100 residents living in social housing in Sneinton, Nottingham for the Civil Engineering Research Group. The survey is used to evaluate the social, psychological, and economic impact of deep-retrofits to different 'hard-to-treat' property archetypes.

WORK HISTORY

01/10/2014 – 13/03/2015 Client Director Insequa (Tender Experts), Farnsfield, Notts

A business support company offering writing support to clients across a range of sectors, inc social care.

- Client negotiation and pricing PQQs or ITTs competitively and profitably to secure new business
- Manage full bid process including contract negotiation, client liaison, and bid writer management
- Ensure bids are written to a quality to satisfy client's expectations and are competitive
- Research client and commissioner back-stories, client USPs to identify the appropriate win strategy
- Lead client interviews to elicit required information/evidence to write persuasive and substantiated text

Achievements: secured new business with existing and new clients and writing winning tenders.

06/04/13 – 31/09/2014 Freelance Bid Writer and Researcher

- Work with businesses (micro and SMEs) to write PQQs and ITTs to win public sector contracts. Example experience includes writing in health and social care, and welfare/economic development.
- An associate researcher on ad hoc projects, e.g. evaluating the impact of welfare reforms (Universal Credit) on local authority inhabitants to understand how local government can redesign services.

21/11/08 – 31/09/14 Research Funding Manager Nottingham Trent University

I work with academics to develop applications for research funding to external funding bodies.

Bid Development/Writing/Management

- Manage the full bid writing process with academics and businesses
- Write content of proposals to a wide range of funding bodies e.g. Innovate UK, Research Councils, NESTA, H2020, and ACE.
- Coordinate multi-disciplinary bids with partners from different professions, sectors and countries
- Edit, proofread and cost proposals in line with funding body regulations
- Identify funding opportunities to maximise research bidding activity

Publications

- "Pre-employment training for the unemployed: A case study of a call centre foundation programme"; Journal of Local Economy, Feb/Mar, 2014, Vol 29, pp113-128 [Click here for Abstract](#)
- "What a performance! The influence of call centre workflows on workers' skills and emotional wellbeing", Journal of Organizational Ethnography, 2014, Vol, Issue 2, pp259-274 [Click here for Abstract](#)
- "What's behind a definition? Netting the 'slippery fish!'" Oxborrow, L. and Clarke, J. (2012) Institute for Small Business and Entrepreneurship (ISBE) Annual Conference, Dublin, Ireland, Nov 2012 [Click Here](#)

Training/Presentations

- Designed and delivered a workshop series for early career academics on how to gain funding
- Presentations to senior international delegates during strategic research development staff visits

Impact Case Studies (REF 2014)

- Supported case study leaders to interpret HEFCE guidance and conceptualise study structure
- Supported leaders to draft content and present information
- Desk-research to identify historical evidence and underpinning work that led to case study impacts
- Primary research/consultation with stakeholders to generate evidence of impact

Achievements: winning £350K NHS i4i bid, the first won by NTU - medical product design; won a 2nd i4i bid for £1.2M; delivering training workshops to support capacity development; increases in research income

1/06/06 to 21/10/08

Research Manager

Centre for Enterprise, Leicester

A not-for-profit company offering research services across four interrelated policy areas: Business & Enterprise, Economic Development, Employment and Work, and Skills and Innovation.

Successful Proposal Writing/Management (new business development)

- Formative and summative evaluations: Lifelong Learning Networks & Greater Nottingham Partnership
- Research project for a regional arm of Skills for Care (Sector skills Council)
- HEFCE research project into employers' perception of higher-level skills training

Research Project Management

- Presented evaluation methodologies at contract interview stage
- Client relationship management, including participating in project inception meetings
- Research project planning to set timelines and managing the budget
- Managing project teams to draft final reports for submission to clients
- Presented advice at steering group meetings on research outcomes

Research/Evaluation Projects Managed

- Market research into employer demand for higher level skills (East Midlands Universities Association)
- Lifelong Learning Network Evaluations (e.g. Thames Gateway Creative Way)
- Desk-based research and reports e.g. Specialist Networks and National Skills Academies for the LSC

Research Techniques

- Design and conduct interviews: face-to-face and telephone survey [senior exec to operational]
- Design and facilitate focus groups and conduct field observations
- Online and telephone surveys e.g. employer demand surveys

Operational

- Line management of project coordinators and senior coordinators
- Staff recruitment interviews: from coordinator to research manager level

Achievements: managing and writing seven successful tenders for research and evaluation projects in three new business areas: economic development; sectors; and HE. £285,000+ income generated in one year

17/4/06 to 31/5/06

Project Officer

Housing Regeneration, City Council, Nottingham

Housing regen is responsible for maintaining council-owned stock, inc developing the city housing strategy.

- Conduct research into the long-term sustainability of Nottingham City Housing lettings areas
- Write reports and make recommendations about the future sustainability of lettings areas

Achievements: using qual and quant data to complete three reports on different 'lettings areas'. The reports fed into a city-wide strategy for the regeneration and up-grading of the housing stock.

5/6/05 to 6/4/06

Project Officer

Vision Nottingham, City Council, Nottingham

Vision Nottingham was the inward investment service for Greater Nottingham.

- Write bespoke proposals in response to inward investment enquiries
- Audit and enhancement of the information base for inward investment and the website
- Organise relocation events at organisations HQs in London
- 3Thinking task group representative (an inward investment project for Derby, Leicester and Nottingham)

Achievements include writing successful inward investment proposals, developing the information base for the team, and project managing a relocation event in London.

10/04 to 31/5/05 Research Associate 'Learning As Work' project [£1M] University of Leicester

The Centre for Labour Market Studies is a research centre specialising in labour market research.

- Lead researcher for contact centres and assistant for auto-manufacture, food retail and public sector
- Conduct independent literature searches/reviews, desk-based and field research
- Engage with organisations and enrol interested parties into the research process

Achievements: working paper 'learning in call centres. Secured participation of a major global bank.

EDUCATION

PhD	Economic Geography	Uni of Nottingham	2000-2003
MA (Part time)	Human Geography	Uni of Leeds	1996-1999
BA Hons	Human Geography and Sport Science	Uni of Gloucestershire	1992-1995
PRINCE 2	Project Management Practitioner	Nottingham Trent Uni	2013