



Tender Invitation: CV Writing Workshop Facilitation

Workshop Title: *Confident CVs: Telling Your Story Your Way*

Issued by: Gingerbread – The charity for single parent families

Submission Deadline: 26th May 2025

About Gingerbread

Gingerbread is the leading charity supporting single parent families across England and Wales. We provide expert advice, practical support, and advocate for single parents' rights and opportunities. As part of our commitment to empowering single parents, we are commissioning a facilitator to deliver a dynamic, inclusive CV writing workshop package designed specifically for single parents.

Workshop Brief

Title: *Confident CVs: Telling Your Story Your Way*

Live Format: Zoom workshop, scheduled for a **weekday evening at 8:00pm**

Additional Content:

- **Pre-recorded version** of the workshop for Gingerbread's online learning platform
- **Five 30-second video clips** with CV tips for Gingerbread's social media platforms

Duration (Live Workshop): 1 hour

Audience: Single parents who are:

- Returning to work after time away
 - Seeking career changes
 - Entering or re-entering the job market
 - Refreshing their CVs for new opportunities
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Aim

To equip single parents with the tools, confidence, and know-how to write or update their CVs, highlighting their strengths and life experiences in a way that connects with employers.

Learning Objectives

By the end of the session, participants will:

- Know how to structure a clear, modern CV
- Understand how to write a personal profile that reflects their strengths
- Identify transferable skills from parenting and unpaid experience
- Feel more confident explaining career gaps
- Leave with a template and resources to develop their CV further



Workshop Structure (60 minutes)

1. **Welcome & Warm-Up (5 mins)**
 2. **What Makes a Strong CV Today? (10 mins)**
 3. **Personal Profiles & Transferable Skills (15 mins)**
 4. **Talking About Gaps & Non-Traditional Experience (10 mins)**
 5. **Template Walkthrough & Live Tips (10 mins)**
 6. **Final Tips, Q&A, and Signposting (10 mins)**
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Tone & Approach

- Warm, supportive, and strengths-based
 - Practical and confidence-building
 - Real-world examples
 - Inclusive of all experience levels and backgrounds
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Resources to Be Provided to Participants

- Editable CV templates (Word & Google Docs)
 - Personal profile worksheet
 - Transferable skills and action word guide
 - Sample CVs
 - Link to Gingerbread's downloadable CV toolkit
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Deliverables

We are seeking a facilitator to deliver:

- ☒ A **live 1-hour online workshop at 8:00pm** on a weekday evening
 - ☒ A **pre-recorded version** of the session (video, ~30 mins) for Gingerbread's online learning platform
 - ☒ **Five 30-second video clips** with practical CV tips for social media (filmed vertically, suitable for Reels/Stories)
 - ☒ Workshop resources for attendees (editable templates, guides, etc.)
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Facilitator Requirements

We invite proposals from individuals or organisations with:

- Proven experience delivering inclusive, engaging employability workshops
- Understanding of the specific barriers and strengths of single parents
- Expertise in CV writing and careers guidance
- Experience in video content creation (or working with videographers/editors)
- A warm, empowering presentation style



Tender Submission Requirements

Please submit:

- Your CV or organisational profile
 - A 1-page cover letter outlining your approach and relevant experience
 - Examples of similar sessions or materials created
 - Fee quote for the full package (live workshop, recording, 5x videos, prep and resources)
 - Confirmation of availability to deliver the live workshop on a weekday at 8:00pm (specify preferred dates)
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Submission Deadline: 26th May 2025

Contact for submissions and questions: Ella Whaley, ella.whaley@gingerbread.org.uk

