

Tender Invitation: Employability Workshop Facilitation

Workshop Title: *Ready for Work: Building Confidence and Skills for Your Next Step*

Issued by: Gingerbread – The charity for single parent families

Submission Deadline: 26th May 2025

About Gingerbread

Gingerbread is the leading national charity working with single parent families across England and Wales. We provide expert advice, practical support, and campaigns for single parents' rights and opportunities. As part of our wellbeing and employability programme, we are commissioning a workshop facilitator to deliver an engaging, inclusive online workshop and digital content package aimed at supporting single parents who are exploring their next steps into work.

Workshop Brief

Title: *Ready for Work: Building Confidence and Skills for Your Next Step*

Live Format: 1-hour online workshop delivered via Zoom, scheduled for a **weekday evening at 8:00pm**

Additional Content:

- A **pre-recorded 1-hour version** of the workshop for Gingerbread's online learning platform
- **Five 30-second video clips** with employability tips for social media (vertical format for Reels/Stories)

Target Audience: Single parents who are:

- Thinking about returning to work
 - Seeking a new job or career path
 - Exploring training or volunteering to build experience
 - Looking to build confidence and plan next steps
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Workshop Aim

To help single parents feel more confident and better equipped to take their next step towards employment, by understanding their strengths, exploring pathways into work, and accessing practical tools and support.

Learning Objectives

By the end of the session, participants will:

- Understand what "employability" means and how it applies to them
- Be able to identify their personal strengths and transferable skills
- Gain practical ideas for getting job-ready (including training, volunteering, and flexible roles)
- Feel more confident about starting their employment journey



- Know where to access free tools, templates, and support from Gingerbread and beyond
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Workshop Structure (60 minutes)

1. **Welcome & Introductions (5 mins)**
 - Warm intro to Gingerbread and the facilitator
 - Reassuring message: employability is more than just jobs
 2. **What is Employability? (10 mins)**
 - Simple breakdown of the term
 - The 5 key ingredients: confidence, communication, experience, attitude, planning
 3. **Discovering Your Strengths (15 mins)**
 - Guided reflection or discussion
 - Identifying personal qualities and transferable skills
 4. **Exploring Pathways into Work (15 mins)**
 - Options: training, volunteering, placements
 - Exploring flexible/remote roles
 - Setting realistic, motivating goals
 5. **Boosting Confidence & Staying Motivated (10 mins)**
 - Confidence blockers and how to address them
 - Positive self-talk, peer support, and small wins
 6. **Wrap-Up & Next Steps (5 mins)**
 - Signposting to CV toolkit, Gingerbread's online support, and useful resources
 - Encouragement to take one action step
 - Q&A (if time allows)
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Tone & Approach

- Friendly, uplifting, and practical
 - Inclusive of all life journeys and experience levels
 - Empowering, strengths-based, and pressure-free
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Resources to Be Provided to Participants

- "Ready for Work" worksheet (identifying strengths and planning next steps)
 - Link to free CV workshop and downloadable toolkit
 - Recommended job boards, training platforms, and flexible work sites
 - Access to Gingerbread's online community and ongoing employability support
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Deliverables

We are seeking a facilitator to deliver:

- ☒ A **live 1-hour Zoom workshop** at 8:00pm on a weekday evening
- ☒ A **pre-recorded 1-hour video version** for the online learning environment
- ☒ **Five 30-second social media clips** (filmed vertically) with employability tips or motivational



messages

☒ Workshop resources for attendees

What We're Looking For in a Facilitator

We welcome proposals from individuals or organisations with:

- Experience delivering inclusive, supportive employability training
 - Understanding of barriers faced by single parents and underrepresented groups
 - A strengths-based, confidence-building facilitation style
 - Familiarity with video content creation and/or ability to produce social media-friendly content
 - Strong communication and digital delivery skills
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Tender Submission Requirements

Please submit the following:

- Your CV or organisational overview
 - A 1-page cover letter outlining your approach, style, and experience
 - Examples of similar work delivered (links or attachments welcome)
 - A costed quote for full delivery, including prep, workshop, recordings, and social clips
 - Confirmation of availability for a weekday 8:00 pm live session (include preferred dates)
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Submission Deadline: 26th May 2025

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

