

Job Description

Role Holder:	Contract Manager - #Focus5		
Date Updated:	2/08/2021	Version:	1.3
Working Location:	Flexible / Exeter		
Reports to:	Operations Manager		
Appointed by:	Operations Manager		
Appraised by:	Operations Manager		

Job Description

Job Purpose

- For project management of #Focus5 contract from delivery to closure, ensuring it is delivered to time, budget and the contract specification.
This post will solely be working on the #Focus5 project.

Responsibilities

- For working with the Operations Manager to co-ordinate delivery of projects.
- Lead day to day operational contact for Building Better Opportunities Funding Officer
- For risk assessing the contract and ensuring early discussions with the Operations Manager on any compliance issues that need addressing.
- For ensuring delivery of projects meet contract and funding regulation requirements.
- For liaising with the Operations Manager remaking any recommendations on improvements or remedial action that should be taken to address contract performance and implementing agreed actions.
- For linking/liasing with key partners and other stakeholders to ensure shared vision and successful delivery of contracts.
- For seeking out new funding opportunities to develop CSW Group business

Main Duties

- To manage the budget and ensure that there are quality assurance and performance monitoring systems for contract reporting process to the Operations Manager and to all funding bodies including audit trails where required.
- To oversee the claims process, ensuring all deadlines are met and reporting is full and accurate.
- To ensure there are project plans in place with clear timescales for actions/deadlines and to ensure the plans are maintained.
- To ensure compliance to European Social Fund and BBO regulations.
- To report to the Operations Manager on overall contract performance.
- To ensure there is accurate management information available for the contracts in

conjunction with the Operations Manager.

- To work with the Operations Manager to implement any changes in procedures and systems in order to improve performance of projects.
- To arrange and facilitate project team meetings ensuring relevant representation so to ensure effective achievement of project milestones and deliverables.
- To build professional relationships and work effectively with delivery partners and other stakeholders which enhance project delivery and CSW reputation
- To contract manage delivery of the project where required, including ensuring contracts are issues and suitable contract variations are in place when required, dealing with areas of under-performance and co-ordinating frequent contract reviews.
- To ensure audits are carried out within agreed timescales and results reported to the Operations Manager.
- To liaise with the Finance and Contracts teams to ensure relevant procedures are followed for sub-contracting of services, letting of grants etc.
- To liaise with HR to ensure any resource requirements or performance management support is obtained to ensure successful delivery of contracts.
- To carry out all contract management tasks.
- To line manage and carry out appraisals and development reviews of employees that directly report and to effectively performance manage those employees.
- To negotiate and review with your line manager personal objectives, outcomes and training needs within the staff performance, appraisal and development scheme and take responsibility for personal professional development.
- To ensure that all company policies and procedures including equal opportunities and health and safety policies and procedures are adhered to at all times.
- To embrace and optimise the use of ICT within the role.
- To be aware of the principles of the data protection legislation and of the current Company codes of practice.
- To adhere to the company policy of commitment to Prevent and Safeguarding and promoting the welfare of children, young people and vulnerable adults and to ensure that safeguarding arrangements are in place and are complied with.

Reports

Direct: 1 x Assistant Contract Manager, 1x Project Officer, 1x Project Support Officer, 1 x Project Administrator and 1 x Marketing and Communications Officer

Indirect: 13 x Key Workers (via Assistant Contract Manager)

Meetings and Metrics

- Attendance at Funder and Partner Meetings,
- Internal reviews,
- Line Management
- Targets as stated in contract.

Person Specification

General

- Prepared to work flexible hours, including early evenings and weekends
- Must have the ability to travel within an agreed geographical area to carry out this role
- The commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults

Skills

Essential Skills/Experience

- Project management experience including contract implementation, delivery and closure. Strong management skills, including leadership, finance and performance management, with the ability to manage multiple projects at any one time.
- The ability to work at a strategic level and interact with the Operational Board and other managers in order to manage contracts and support the writing of bids.
- Excellent writing, research and ICT skills to include Gantt charts, Microsoft Word, Excel, presentation software and databases.
- The ability to be proactive with a 'hands-on can do' attitude, to use your own initiative as well as being able to work as part of a team.
- The ability to form relationships, communicate clearly & confidently, working effectively with colleagues, partners and other stakeholders.
- Knowledge and experience of mainstream social media channels e.g., Facebook, Twitter, Instagram, Pinterest and You Tube.
- Excellent Relationship, Communication and presentation skills
- Listening skills and response to challenge
- Personal confidence and resilience
- Commercial and Emotional Awareness

Desirable Skills/Experience

- Change management – people, process and cultural
- Understanding of European Social Fund and The National Lottery Community Fund regulations

Document Approval

Role	Date	Name	Signature
Contract Manager - #Focus5			