# Hosting Proforma

The Prince’s Trust – Contract Management Team

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Ian Baxter-Crawford

 Name

 Organisation/

The Prince’s Trust

 Department

Unit 8 Weavers Court

Belfast

BT12 5GH

 Address

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 Telephone

 Number

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 E-mail

**Contract Manager – secondment opportunity**

Maternity cover for an initial period covering up to 12 months

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

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| The Contract Management team in NI are responsible for managing public sector funded contracts to ensure that potential income is maximised and performance monitored and managed.Key contracts held by the Trust in Northern Ireland this year include - Department for the Economy & European Social fund- Various local councils - Education Authority The majority of activity managed by the team is in relation to our European funded contracts which account for 95% of our public sector contract income this year. These contracts have very specific financial, performance monitoring and reporting requirements. This specific role is responsible for managing a caseload of funding contacts in line with both the Funder and The Trust’s requirements, working effectively across teams to maximise income, increase performance and ensure compliance. This role manages two Contract Executives to ensure that the claims and reporting responsibilities for every funding agreement are covered and we have a motivated and highly effective Contract Management team to help support The Trust in meeting its strategic goals. |

 Main objectives of the opportunity

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| * To ensure that the Contract Executives are aware of and comply with the Funders and The Trust’s policies and procedures and set, manage and review their caseload and work.
* The management of the Contract Executives which will include the management, recruitment, development, retention and appraisal of staff in accordance with the standards set out in the Human Resources policies and procedures.
* To establish and maintain good working relations with funders attending review meetings and steering groups as required
* Ensuring that Funding Agreement conditions, regulations and guidance are disseminated to Trust staff as appropriate to ensure compliance and maximise income.
* Ensuring that funding claims are submitted to Funders in a timely and accurate manner to maximise income, ensuring that internal financial processes are adhered to and that all supporting evidence is stored and available for funder audits and meets all GDPR requirements
* To prepare reports on the performance (both financial and operational delivery) of contracts and alerting the Head of Contract Performance and the appropriate delivery and fundraising staff in a timely manner of issues
* To liaise with appropriate delivery and fundraising staff to identify opportunities for corrective action and maximisation of income from contracts and to liaise with regional funders on the reallocation of funding as required
* To ensure that The Trust has accurate monthly accounts by preparing figures for the monthly finance return and regularly reviewing the Debtors Report to ensure sufficient cash flow
* To ensure recommendations from funder and internal audits are acted upon, sharing best practice across the team
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| **Skills and Knowledge:*** Experience in managing multiple public sector funding contracts
* Experience in managing ESF and Big Lottery funding (Desirable)
* Experience of using software to track and monitor contract performance
* Experience of working in a financial environment and carrying out duties such as financial analysis, forecasting and budgeting using financial tools such as Cognos, Sun Vision, Microsoft Excel
* Experience of preparing and updating funding budget profiles using Microsoft Excel
* A working knowledge of accruals, deferrals and restricted funds
* Highly effective manager who can inspire teams, set out clear direction and deliver at an exceptional level
* Able to work with colleagues from other functions to move projects forward and follow through to completion
* Able to work under pressure and adapt to change

**Experience:*** Strong contract management and analysis skills with the ability to deliver significant documented outcomes including audit requirements
* Excellent interpersonal skills and able to influence colleagues and funders
* Excellent communication skills – ability to write reports and communications
* Have the ability to drive and embed lasting change
* Can influence decisions through negotiations and where appropriate understand the impact on interrelated areas
* Have planning skills to control effective use of staff resources
* The ability to process contract management responsibilities with ease and meet deadlines
* Knowledge and understanding of public sector and where necessary private sector contracts
* Line Management experience (Desirable)

**Other:** * Emotionally resilient and able to work with ambiguity, group pressures, the opposition of ideas and difficult tasks.
* Able to work under pressure and adapt to change
* A commitment to work within the principles of diversity
* Empathy with our target groups
* Willingness to go the extra mile and work outside of ‘normal’ office hours (Desirable)
* Ability to travel across region and occasionally further afield
* **Delivering Results**

Delivers great outcomes through our vision and strategy, effectively planning and meeting targets. * **Leading by Example**

Is an inspiring role model for others, building trust and living our Values; Always keeps young people at the centre of what we do.* **Continuous Improvement**

Consistently seeks to improve how we do things to achieve better outcomes for young people. Embraces change and innovation.* **Effective Communication**

Communicates clearly, effectively and honestly. Listens to others and adapts communication to suit them.* **One Team**

Works with others as one team, actively collaborating to achieve a shared vision. Builds relationships across The Trust, sharing information and expertise. |

**4. Personnel: Please state below**

 Who will the individual report to?

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| Head of Contract Performance |

 Who will be the individual’s line manager and/or reporting officer?

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| As above |

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the individual and their organisation.

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| The Prince’s Trust will benefit from the current skills, knowledge, experience and fresh perspective brought to the role by the individual which will strengthen the contract management function and its support to stakeholders.The individual will have an opportunity to:\* Develop their knowledge of working within the youth/ community sector and the complexities of managing large public sector and European funded contracts whilst also ensuring that organisational targets are met. \* Obtain an insight into a challenging operating environment.\* Communicate with and maintain relationships with a diverse group of stakeholders.\* Contribute to strategic decision making within the organisation regarding future planningThe returning individual will have developed and honed a range of project management, problem solving, communication and relationship management skills.  |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: Current post holder will be leaving in early December so we would like the role to commence asap to ensure a sufficient hand over period.**Duration**: Maternity cover – up to 12 months**Location**: Weaver’s Court, Belfast**Resources**: Desk. Laptop.**Funding**: The Prince’s Trust will meet salary costs and associated expenses. The salary range is: £26,800 - £29,800**Further information**: For further information regarding the role please contact Debbie Hegarty on 028 9089 5039/ Debbie.Hegarty@princes-trust.org.uk.**Closing Date:** Applications must be submitted by 5.00pm on Wednesday 02 October 2019 to**:**  **For NI Civil Service departmental staff only:** **secondments@hrconnect.nigov.net** **For staff from all other Partner organisations:** **interchangesecretariat@finance-ni.gov.uk** |

**7. Endorsement**

 **Interchange Manager**

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| **Ian Baxter-Crawford** |

**Signed:**

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| **12 September 2019** |

**Date:**