# 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

028 9089 5000

 Telephone

 Number

Ian.baxter-crawford@princes-trust.org.uk

 E-mail

Type of Opportunity

**Contract Executive –** 6 month secondment 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 role is responsible for compiling claims and report to Funders in a timely manner. Ensuring that Funder requirements and The Trust’s policies and procedures are adhered to. Working effectively across teams to maximise income, increase performance and ensure compliance. |

 Main objectives of the opportunity

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| * Compile claims and reports for Funders, ready for review and authorisation, to ensure maximum income drawdown to The Trust. Liaising with colleagues to ensure all operational evidence is in place. Ensure that all claims are compiled in line with funder requirements and timelines, and also meet The Trust’s audit and approval requirements
* To establish and maintain good working relations with funders attending reviews and funder meetings as required
* To adhere to Contract Management and Finance standardised systems and procedures across all contracts, regions and countries, tailoring for the needs of each funder.
* Communicate funding criteria and expectations to colleagues and partners at the start of projects and train colleagues on how to maintain project paperwork to ensure compliance.
* Maintain tracking and auditing systems that meet the auditing requirements of each funder and compile paperwork as required for funder audits
* Report monthly to the Head of Contract Performance / Contract Manager on performance against all allocated contracts and work with colleagues to action plan for poorly performing contracts
* Maintain a working knowledge of the Trust’s IT systems and their reporting features to monitor progress against projects and provide evidence for funders
* Maintain accurate and up to date records, paper and electronic, as required by The Trust or external funding contracts and in line with The Trust’s GDPR policy
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**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| * 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 occasionally work outside of ‘normal’ office hours (desirable)
* Ability to travel across region (desirable)
* **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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| Contract Manager – Debbie Hegarty  |

 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 working under 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.\* Enhance their skills and knowledge in various software packages including MS Excel and CRM systems.The returning individual will have developed and honed a range of planning, organisational, 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**: ASAP**Duration**: 6 months**Location**: Weavers Court, Belfast.**Funding**: The Prince’s Trust will meet salary costs and associated expenses and the salary range is: £20,300 - £27,000.\*(\*For NICS staff this is pitched at AO and EO2 grades on level transfer terms)**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 Monday 07 October. **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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| **25 September 2019** |

**Date:**