THE PRINCE’S TRUST JOB DESCRIPTION

ROLE PROFILE

Job Title:
Senior Head of Contract Management

Location:
Any Prince’s Trust Office

Introduction to The Prince’s Trust
Youth charity The Prince's Trust gives practical and financial support, developing key workplace skills such as confidence and motivation. It works with 13 to 30 year-olds who are unemployed or at risk of unemployment through underachieving in education.

The Prince’s Trust is an optimistic and ambitious organisation. This positive approach is essential if we are to inspire and motivate the most marginalised and disengaged young people to achieve their best in life.

Our Vision: Every young person should have the chance to succeed.

Our Values are:
- Approachable – we are open minded and value diversity
- Non-judgemental – we focus on the potential not the past
- Inspiring – we lead by example
- Empowering – we enable positive change
- Passionate – we are absolutely committed to supporting young people

Context of Work
In the UK, currently there are more than 1 million young people aged 16-24 who are not in education, employment or training (NEETs). The Trust works with around 55,000 young people across the UK delivered through three English regions and offices in Scotland, Wales and Northern Ireland. The Trust delivers its support to young people through teams of staff, volunteers and delivery partners. Each of the regions and countries has a Director who is supported by a Regional or Country Council, which is made up of non-executive volunteers.

Young people are supported through a variety of programmes such as xl, Team, Enterprise, Get Into, Get Started and Development Awards, together with a variety of smaller developing programmes and new initiatives as they come on line. The Trust also operates a network of Prince’s Trust Centres, which directly deliver the Fairbridge programme.

Our funding streams are a mix of private and public sector and this role will be working with fundraising and delivery staff to ensure that The Trust maximises the funding available from committed income contracts.

Reports to:
Deputy Director – Contracts & Compliance

Responsible for:
Head of Contract Management North
Head of Contract Management South
Head of Contract Management Central
National Contracts Manager
Head of Talent Match Manager
Talent Match Contracts Manager
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Key Regional Forum Relationships:
Chief Financial Officer
Regional & Country Directors
Fundraising Directors
Heads of Corporate Services for Scotland, Wales and NI
Operations Director
Chief Executive’s Office
Senior Head of Financial Management
IT Development team

Accountability:
The Prince’s Trust Senior Head of Contract Management will lead the Regional Heads of Contract Management to deliver The Trust’s strategic goals by;
- Developing policies and procedures and systems for the implementation of best practice contract management across The Trust.
- Ensuring The Trust’s funding from contracts and funding agreements from National and England funders are maximised.
- Ensuring The Trust complies with all funding contract and agreement conditions regulations and guidance imposed by National and England funders.
- Ensuring the successful implementation of Project Management and Contract Management processes for Talent Match
- Promote the skill set and benefits of contract management to private sector fundraisers to ensure a good mix of restricted income and public sector income being managed by the team

Responsibility:
- Continual development and implementation of contract management policies, procedures and systems in line with industry best practice standards.
- Ensuring that funding contract and agreement conditions, regulations and guidance are disseminated to Trust staff as appropriate to ensure compliance.
- Ensuring that funding claims are submitted to funders in a timely and accurate basis and that all required supporting evidence for claims are stored and available for funder audits.
- Monitoring and reporting on performance against contracts and alerting the appropriate delivery and fundraising staff in a timely manner of issues to enable corrective action to be taken as required to ensure income is maximised.
- To develop, engage and motivate contract management and Talent Match staff.
- To ensure adherence to The Prince’s Trust Governance regulations as relevant to contract management.
- To oversee the successful running of Talent Match projects ensuring the Trust maximises draw down against eligible expenditure.

Budget:
£122k

Detailed responsibilities:
- To research developments in funder regulations and guidance as they relate to The Trust and update policies and procedures to reflect changes in line with best practice accordingly.
- To review funder and internal audit reports and ensure contract management policies and procedures reflect audit recommendations.
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- To ensure efficiency in the contract management processes by developing contract management systems and related processes including Project Insight.

- To ensure all funding contracts are accurately recorded and copies stored on the contract management library.

- To train and develop contract management staff to ensure compliance with The Trust’s contract management policies and procedures.

- To support the Legal Adviser each year in compiling and providing a legal training session for contracts staff.

- To review all National funding contract terms and conditions and liaise with the Legal Adviser as necessary on the negotiation of terms and conditions.

- To oversee and review National funding contract guidance to all appropriate staff to ensure The Trust’s compliance with contract conditions.

- To review and sign off all claims relating to contracts between £101k and £499k.

- To review the funding claims process to ensure timely and accurate contract claims are submitted to maximise income.

- To review all funding evidence is collected and stored appropriately to comply with funder audit requirements.

- To review the National and England contract income is accurately recorded in the accounting, forecasting and budgeting financial systems.

- To oversee the reporting on the performance (both financial and operational delivery) of National and England contracts and alerting the appropriate delivery and fundraising staff in a timely manner of issues.

- To oversee liaison with appropriate delivery and fundraising staff to identify opportunities for corrective action and maximisation of income from contracts and to liaise with funders on the reallocation of funding as required.

- The management of the 3 Heads of Contract Management, National Contracts Manager, Talent Match Contracts Manager and the Head of Talent Match, which will include the leadership, recruitment, development, retention and appraisal of staff in accordance with the standards set out in the Human Resources policies and procedures.

- Compliance with The Trust’s governance as described in the Governance Manual (‘The Handbook’)

- Oversee the compliance with The Trust’s guidelines on the requirements of Disclosure (statutory accounts)

- Any other duties within competence as required.
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Reporting responsibilities:
• To produce regular contract performance reports

PERSON SPECIFICATION
The successful candidate will be an experienced individual and a motivational manager, with a background of working in public sector contract management. (S)he will be financially literate with considerable contract management experience and skills and the ability to influence colleagues across The Trust. The successful candidate should be enthusiastic and passionate about the work of The Prince’s Trust and inspired to deliver a high quality contract management service.

Experience:
• Significant experience in managing multiple public sector funding contracts in the voluntary sector.
• Experience of using software to track and monitor contract performance.
• Experience of preparing funding budget profiles.
• Track record of ability to lead, organise and motivate a diverse team.

Knowledge and Skills:
• Proven outstanding management skills.
• 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, communications and training materials.
• Have the ability to drive and embed lasting change.
• Can influence decisions, making trade-offs where appropriate and understand the impact on interrelated areas.
• Have high level planning skills to control effective use of staff resources.
• The ability to process contract management responsibilities with ease and meets any deadlines

Competencies/Behaviours:
• Highly effective manager who can inspire teams, set out clear direction and deliver at an exceptional level.
• Able to take a strategic overview and work with colleagues from other functions to drive strategic goals and move projects forward and follow through to completion.
• 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.
• Approachable – Will be open minded and value diversity.
• Non-judgemental – will focus on the potential not the past.
• Inspiring – will lead by example.
• Empowering – will enable positive change.
• Passionate about The Trust’s goals and delivering excellence.

EMPLOYMENT TERMS

Grade: Band 2
Salary scale: Based on location