



THE PRINCE'S TRUST JOB DESCRIPTION

JOB TITLE: Contract Manager – Northern Ireland

LOCATION: Belfast

RESPONSIBLE TO: Head of Contract Performance

RESPONSIBLE FOR: Contract Executive(s)

KEY CONTACTS: Contract Management Team
Finance and Performance Business Partner
Regional Operations Teams
Public Sector Fundraising Team

OVERVIEW OF ROLE: This role is responsible for managing a caseload of funding contacts in line with both the Funder and The Trusts requirements. Working effectively across teams to maximise income, increase performance and ensure compliance. This role manages the 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.

SUCCESS CRITERIA:

- To ensure that the Contract Executive(s) 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 Executive(s) 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 Management 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



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- 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

PERSON SPECIFICATION

Skills and Knowledge:	<ul style="list-style-type: none"> • Experience in managing multiple public sector funding contracts in the voluntary sector • Experience in managing ERDF, ESF and Big Lottery funding • 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 prepayments, 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 	<p>E D E E E E E E E</p>
Experience:	<ul style="list-style-type: none"> • 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 	<p>E E E E E</p>



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	<ul style="list-style-type: none"> • 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 	<p>E</p> <p>E</p> <p>E</p> <p>D</p>
Behavioural Indicators	<ul style="list-style-type: none"> • 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. • 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. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>

*Essential criteria (E), Desirable criteria (D)

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.