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## Senior Contract Manager – Whole School SEND

<b>Job Purpose:</b>	To monitor, develop and report on the performance of contract delivery partners in relation to the Key Performance Indicators for the SEND Schools' Workforce contract.
<b>Job Title:</b>	Senior Contract Manager – Whole School SEND
<b>Responsible to:</b>	National Director – Whole School SEND
<b>Responsible for:</b>	Communications and Training Events Manager and Project Manager
<b>Salary:</b>	£42-45,000 - this is a fixed term appointment until March 31 <sup>st</sup> 2020

### Duties and Responsibilities

#### ***Successful operational delivery of Whole School SEND Contract***

1. Oversight of Whole School SEND Consortium (WSSC) contract delivery
2. Liaison with DfE contract lead on administration, invoicing and reporting
3. Risk monitoring and management of across the WSSC project
4. Responsible for project management and delivery of KPIs
5. Stakeholder management with WSSC partners involved in project delivery
6. Line management and professional development of WSSC delivery team
7. Project management of specific individual contract strands
8. Regular liaison with DfE contract managers around progress toward KPIs, contract management and subcontracting arrangements
9. Close working with nasen Head of Operations on monthly and quarterly invoicing and monitoring budget against project briefs and projected costs
10. Developing and overseeing process for tendering and recruiting
11. Provide internal and external reports to a variety of stakeholders on progress towards KPIs and risk management, including leading formal quarterly reporting meetings and reports to the WSSC Programme Board
12. To ensure consistent and robust processes are applied across the contract
13. Representative of WSSC with external stakeholders across the education and third sector
14. To provide advice, support and guidance to the WSSC National Director
15. To support the WSSC National Director and other senior nasen colleagues to fulfil their strategic objectives.
16. To support nasen peers and contribute to the wider activity of the charity when required, including events, team away days, and strategic priorities.
17. To undertake additional duties from time-to-time as required commensurate with the level of the post.

<b>Person Specification</b>	
Qualifications	Undergraduate degree or equivalent Recognised project management qualification, preferably PRINCE2, or equivalent experience
Previous Experience	Essential <ul style="list-style-type: none"> <li>• Experience of working in or with the third sector</li> <li>• Experience of working with a wide range of stakeholders</li> <li>• Experience in leading a tendering process</li> <li>• Experience as a line manager of a team</li> </ul> Desirable <ul style="list-style-type: none"> <li>• Experience of working on a Government contract</li> <li>• Experience of project management across a multi-output contract</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Highly organised and thrives on multi-tasking in a fast-paced and target-driven environment</li> <li>• Excellent IT skills, with good knowledge of Microsoft Office, including Word, Excel and PowerPoint.</li> <li>• Knowledge of, or interest in, the current educational landscape.</li> <li>• Ability to manage demanding situations, prioritising and planning workloads effectively, managing several projects simultaneously</li> <li>• Good organisational skills with accuracy and excellent attention to detail</li> <li>• Excellent communication and presentation skills</li> <li>• Appreciation of equality and diversity issues in the workplace</li> </ul>
Personal attributes	<p>A strong commitment to education, the non-profit sector and raising the aspirations, achievements and life chances of all children</p> <p>A commitment to value for money principles</p> <p>Calm and clear headed under pressure</p>
Other information	<p>The post holder will be expected to travel regularly between the London and Tamworth nasen offices. The post may be located in either office, dependent on the successful applicant's circumstances.</p> <p>Flexible working arrangements are available.</p> <p>Jobshare applications will be considered.</p>