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**Job Description**

**TITLE: Contracts and Grants Manager**

**STARTING SALARY:** **£38,341 to £45,811**

**DURATION: Fixed Term until 31st March 2024**

**RESPONSIBLE TO: Deputy Chief Executive**

**CLOSING DATE: 8 October 2021 (noon)**

**ORGANISATION DETAILS**

[Capital City Partnership](https://capitalcitypartnership.co.uk/) (CCP) is an arm’s length company of The City of Edinburgh Council and is tasked with the operational development, management and support of local and regional employability and poverty reduction measures. It takes a flexible approach to changing economic conditions, needs and opportunities but its core functions comprise.

* The management of all employability related grants and contracts awarded to external providers by the council and other key partners
* The management of assessment processes related to bids received for such grants and contracts and making recommendations for funding
* The provision of policy advice, research, and development support (including secretariat functions) to the city’s Jobs Strategy Partnership and partners
* The development and maintenance of common communications and management information infrastructure for the Jobs Strategy Partnership
* Development and support of the Joined Up for Jobs network and the Joined Up for Business partnership
* Provision of support to the Edinburgh and South-East Scotland City Region Deal Integrated Regional Employability and Skills programme.

**JOB PURPOSE**

The Contracts and Grants Manager is a new position requiring a wide-ranging skillset to meet the contract management and partnership relationships remit we deliver through our Joined up for Jobs infrastructure. Joined up for Jobs reflects the Scottish Government Fair Work Framework and No One Left Behind (NOLB) strategy.

The Edinburgh Local Employability Partnership is the forum in which we manage the Edinburgh employability landscape. Joined up for Jobs is the network infrastructure of employability provision available in the City. It provides a space to bring the collective strengths of stakeholders and funded partners together to identify shared opportunities, facilitate integration of services and align priorities, bringing added value wherever possible.

We require a manager to oversee the contract and grants offer under Joined up for Jobs. Overseeing contracts and grants funded via No One Left Behind and the City of Edinburgh Council of up to £5,000,000 per annum and working with third sector providers awarded a contract or grant. The successful candidate will be expected to provide monitoring, audit and tracking of all contract and grants, identify opportunities for partnership working, and facilitate networking and best use of the support tools we have for the network.

Other significant duties include supporting the development, design, and commissioning of new services with funding secured as required; overseeing the Joined up for Jobs Charter for service standards of delivery; co-ordinating a quarterly Joined up for Jobs Forum to support the network; overseeing the Joined up for Jobs website with content; working alongside the management information system and portals team for client tracking; and ensuring best value from spend in this area.

There is a Senior Contract and Grants Officer and a Business and Communications Officer in place to support the Contract and Grants Manager, and the Contracts and Grants Manager will work alongside the Business Intelligence team to ensure good client tracking and data verification. The successful candidate will also liaise with our employer engagement team to link funded providers with clients to jobs and training opportunities; and our Young Person Guarantee Manager to support youth provision in the City.

**KNOWLEDGE AND SKILLS REQUIRED**

Essential

* Two years minimum recent senior management experience of working within the employability or related network areas.
* Qualifications or skills and experience to SCQF Level 9 including, for example, Bachelors/Ordinary Degree, Graduate Diploma, Graduate Certificate, Professional Development Award
* Understanding of the No One Left Behind and Fair Work strategy from Scottish Government and their relationship and impact on Local Employability Partnerships under devolved funding powers.
* Understanding of the Edinburgh Local Employability Partnership infrastructure, including the Joined up for Jobs network of employability projects, and the Joined up for Business partnership support for employers.
* Understanding of the Edinburgh Partnership and the Local Outcome Improvement Plans (LOIP), with a focus on Priority 2: Access to work, learning and training.
* Understanding of the Edinburgh Poverty Commission recommendations and the challenges facing people in poverty.
* Understanding of the Edinburgh and South-East Scotland City Region Deal Integrated Regional Employability and Skills (IRES) programme.
* Experience in the management of contracts and grants, ensuring targets are met and high level of accuracy and compliance achieved.
* Ability to demonstrate an appropriate level of senior relationship building and networking to bring together stakeholders and partners for agreed objectives.
* Experience of capacity building in the third sector, supporting organisations and projects to grow and develop.
* Excellent presentation, verbal, and written communication skills, including report writing for a senior audience and funders.
* Experience of website and/or MIS systems development.
* Meticulous approach to record keeping and recording of information.
* Confident in the use of a wide range of software packages, including MS Office.
* Confident in working in a COVID virtual setting if required, including use of Microsoft Teams, webinars, and other software options.
* Ability to manage a small team of officers, including setting work targets and managing performance.

Desirable

* Understanding of Community Benefits and the potential to exploit procurement to generate support for positive outcomes.
* Experience of procurement processes and use of Public Contract Scotland, DWP Dynamic Purchasing System or equivalent.
* Experienced in developing marketing strategies to promote and engage effectively with related audiences.
* Experience of developing and managing training interventions for upskilling.
* Experience of supporting vulnerable or marginalised groups to achieve positive outcomes and understanding the challenges they often face.

**EMPLOYEE BENEFITS**

Your workplace will be The Capital City Partnership Offices at 165a Leith Walk Edinburgh *or working from home if COVID restrictions apply.*

The Capital City Partnership operates a 5-day, 35 ¾ hour working week.

Some evening and weekend work may be required, and the Capital City Partnership operates a flexitime and TOIL system.

Payment of the annual salary is by twelve monthly instalments. This is subject to appropriate deductions for National Insurance, Income Tax and Superannuation. Any broken period at the beginning or end of your service will be paid pro-rata. Payment will be made towards the end of each month by direct credit transfer to your bank or building society.

The paid leave entitlement is 25 days annual leave, 6 days floating and 4 fixed public holidays. Annual leave increases by one day per year of service to a maximum of 30 days. The Capital City Partnership’s leave year runs from 1st April to 31st March.

Under statute you are required to make provision for a pension. As an employee of the Capital City Partnership, you are eligible to participate in the CCP pensions scheme, which is a contributory scheme, members being automatically contracted out of the State Earnings Related Pension Scheme.

Please note that conditions of service at the Capital City Partnership are modelled on those applicable currently in the City of Edinburgh Council and any subsequent amendments, subject to the practicality of their implementation in a small organisation.

Any procedures that have been agreed are in the CCP staff handbook.

As of 1st May 2004, it is a requirement of the Asylum and Immigration Act 1996 that employers verify authenticity of specific documentation relating to an individual’s identity and UK residency status.