



## Job Description

### Contract Manager

**Hours per week:** 35

**Contract type :** Permanent

**Location :** Flexible, with travel. (We have offices in Aberdeen, Dundee, Fife, Forth Valley and Glasgow)

**Reports to :** Head of Development

**Line Management Responsibility:** n/a

**Financial Accountability:** Medium

### Job Summary

To support the Head of Development in the achievement of the organisation's strategic objectives, to ensure that contractual relationships are strong, and business development opportunities with new and potential customers are identified, developed, and delivered. It is essential that the successful applicant is confident in engaging with sector bodies to represent the organisation, and in attending events to raise the profile of includem. It is expected that the Contract Manager will support the continuous improvement culture by identifying emerging trends and needs using internal and external intelligence. As part of the includem Development Team you will be able to multi task, support your colleagues and contribute to the achievement of the charitable objectives.

### Key Responsibilities

The key responsibilities of the Contract Manager include, but are not limited to:

- Maintain, and further develop relationships with current & potential customers, to meet the organisations objectives.
- Further develop contract management processes, ensuring contract governance requirements are maintained and business development opportunities are identified and progressed.
- Using appropriate portals and stakeholder relationships are optimised to identify and develop new service, contract and project opportunities.
- Work with colleagues to create, populate and present reports and updates.
- Contributing to the organisation's strategic external communications.
- Investigate and attend external events to represent includem and develop existing and new relationships.
- Contribute to identification of new opportunities and trends in supports provided to children, young people and families.



- With support from Public Affairs Officer, gain awareness of Local Authority plans and decisions, relevant to children & family services.
- Support the development and completion of tender and proposal submissions, taking ownership of relevant processes or sections.
- Ensure includem are represented and aware of developments at relevant Third Sector Interface organisations.



## Person Specification

Category	Essential Job Requirements	Desirable Job Requirements	Method of Assessment
<b>Technical Skills, Knowledge, and Experience</b>	<ul style="list-style-type: none"> <li>• Relevant skills &amp; experience in contract management &amp; business development activities.</li> <li>• Knowledge and experience of using appropriate portals – PCS Tender/Public Contracts Scotland.</li> <li>• Evidence of building and growing sustainable relationships with stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting end users in service delivery position.</li> <li>• Experience of use and completion of tenders via PCS and Public Contracts Scotland portals.</li> </ul>	<p>Application process</p> <p>Individual interview</p>
<b>Education / Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualifications or skills &amp; experience at SCQF level 7</li> <li>• Evidence of continual professional development – sector/role relevant training.</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of professional body(ies).</li> <li>• Qualified to degree level.</li> </ul>	<p>Application process</p> <p>Individual interview</p>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Good organisational skills, with evidence of achieving complex tasks within agreed timescales.</li> <li>• Excellent communication, networking, and strong relationship building skills.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent IT skills, including proficient use of Microsoft packages and databases.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in writing proposals and tender submissions</li> </ul>	<p>Application process</p> <p>Individual interview</p>



**Acknowledgement:**

This job description is an overview of the duties, responsibilities, and requirements of the position. You may be required to perform other duties throughout your employment at the reasonable request of your line manager.

I acknowledge that I have read and understood the job requirements, responsibilities, and expectations outlined in the job description.

Employee Name		Employee Signature		Date	
Line Manager Name		Line Manager Signature		Date	