

# Performance, Impact & Contracts Manager



Harpurhey, Manchester



40 hours per week or 2 x 20 hours job share



£ 26,000 - £29,000 or £13,000 - £14,500 job share

## Job Description

Our **Performance, Impact & Contracts Manager(s)** will look after a portfolio of grants and contracts from Trusts, Foundations and Local Authority both for Manchester Youth Zone and the North Manchester VCSE youth and play network (NMN) which is coordinated by Manchester Youth Zone.

You will ensure that all milestones and targets are captured on Views (NMN system) and Salesforce (MYZ recording and reporting system), and report on the performance and impact of the work of MYZ in line with contract requirements.

You'll report to our Head of Development, work closely with our bid writers and youth work and play work delivery team, manage the partnerships manager, and you'll be working with external stakeholders including, Local Authority, Trusts and Foundations

This is a permanent role.

## Key Duties:

- Working with colleagues across the organisation to help shape projects so they stand the best chance of securing initial and repeat funding. Report on gaps and opportunities, use this learning to recommend change and development.
- Develop and manage positive relationships with funders, stakeholders, partner organisations.
- Work with the Head of Business and Head of Development to manage the finance process for grants commissioning rounds and tenders
- Preparing journals for new commitments, adjustments and fall-ins including supporting documents, processing claims and payments
- Preparing monthly/ quarterly cash flow forecasting from contracts system
- Work with other colleagues in MYZ to monitor grants, including appropriate outcomes and reporting regimes and authorise grant payments and develop high quality reports within deadlines

- Developing reporting dashboards on the Salesforce system for all new grants and projects (MYZ) and Views (NMN), providing training for those project leads using them including guides, on-going evaluation of the system, identifying weaknesses and putting solutions in place
- Work closely with delivery and finance team to develop an effective grants and contracts process, ongoing evaluation and continual improvement of the process
- Develop, implement and maintain effective grant management and reporting systems on funds managed using Salesforce
- Reconciling grants data from grants database (Salesforce) with finance system (SAGE)
- Maintain fraud and identity check system (CIFAS), reporting and acting as Fraud Compliance Officer
- Lead on budget and cash flow management for each of the funding programmes in relations to the contracts
- Provide support during financial and performance audit
- Work closely with the Communications team to ensure suitable promotion of the funds to potential applicants, and the projects it supports to the industry and other stakeholders through newsletters, Impact Report and other means
- Any other duties as may be required which may include contributing to wider MYZ projects and bids
- Promote a positive image of the Manchester Youth Zone through professional operation and conduct with all our stakeholders and the general public.
- Adhere to The Manchester Youth Zone policies at all times with particular reference to Health and Safety, Equal Opportunities, Safeguarding and Data Protection.

#### **Specifically for North Manchester Network**

- Effective line management of the Partnership Manager role and support the North Manchester Youth Network development
- In collaboration with North Manchester partners, develop appropriate models, guidelines, funding programmes, application and assessment forms for collaborative bids
- Work closely with the North Manchester VCSE partners to regularly inform fund priorities and processes. Manage master templates of grants and bursaries contracts with regular reviews
- Issue and manage grant contracts ensuring that these are legally sound and are linked with deliverables and are in line with the company procurement policy

- Collate the assessment of applications to the funds, reviewing project budgets and cash flow summaries, financial assessment and presenting recommendations to the relevant decision panel or delivery managers
- Regular review of partners monitoring reports and on-site visits to observe delivery - at least quarterly, providing narrative, prompt processing of fall-in grants, chasing partners for outstanding reports and closing off grants in grants database and reporting it to finance system

This is a full-time position, 40 hours a week or a job share 2 x 20 hours a week, worked flexibly in line with the needs of the Youth Zone, the partners and key activities. This will involve working evenings and at weekends for meetings and events as well as to maintain a good understanding of the Youth Zone and partner operations.

## **Person Specification**

### **Qualifications**

- Degree level or above qualification, or equivalent demonstrable experience. [Info here](#)
- Qualified or Part qualified in a management, business or finance qualification

### **Experience**

- A minimum of 3 years' experience of Project Management, ideally within or working with voluntary sector organisations.
- Ability to manage a budget.
- Experience of contract management.
- Experience of development of legal compliance/ due diligence documentation
- Excellent verbal and written communication skills
- Experience of setting up processes to ensure master templates and contracts are reviewed
- Excellent organisation skills; ability to effectively manage varied tasks with competing priorities with minimum supervision
- Attention to detail and ability to produce accurate work
- Highly IT literate with experience of using MS Office and Database programmes to create dashboards, store, retrieve and analyse information
- Maintaining confidentiality when dealing with sensitive information
- Numerate with experience of producing statistical and narrative reports

### **Knowledge and Understanding**

- Ability to work on own initiative and as part of our great team
- Good people skills with an engaging and positive approach
- Excellent communicator, both written and verbal
- Excellent prioritisation and time management skills

- Ability to learn and understand the needs of young people and community in North Manchester, and development of appropriate services
- Knowledge and understanding of the needs of voluntary sector organisations in Manchester
- Good understanding of data protection and safeguarding best practice and how these relate to the staff, volunteers and members of MYZ and partner organisations
- Able to travel independently
- Willingness to work evenings and weekends as and when required

**Additional Attributes**

- Calm under pressure
- Commitment to personal and professional development
- Interested in the developing the voluntary youth sector and community in North Manchester
- Trustworthy and reliable
- Commitment to personal and professional development
- Commitment to supporting the aims of the charity
- Solution focussed and ability to lead on complex projects and areas of development
- A commitment to safeguarding children