

Contract and Partnership Manager

Job Description and Responsibilities

Reports to:	Head of partnership development (e-cycles)
Direct Reports:	1 x senior partnership officer
Location of Role:	Home based with regular travel across the UK and to our Guildford Office
Contract:	Fixed Term until 20 October 2023, with potential to extend subject to funding
Hours:	Full time, 37.5hrs per week
Salary Band:	RL 20 £35,820 - £39,800 per annum

Purpose of Role

Working within the framework of Making cycling e-asier, the national e-cycle support programme, this role will support the Head of partnership development to manage the commercial arrangements of the programme. This will include the contracts of the [13] consortia partners to ensure delivery of the contractual outputs and the objectives of the programme.

Scope of Role

The role will be expected to build strong supplier relationships with consortia partners, ensuring robust contract management is in place and that partners are fulfilling their contractual objectives. In addition, the role will be responsible for ensuring effective management of all contractual relationships, ensuring regular communications and opportunities for supplier management and engagement are in place, including the identification and mitigation of any risk to the partners performance. Promoting best practice and efficiency through collaborative procurement will be a key of objective within this role too.

The role will also be responsible for any related procurement with suppliers during delivery of the programme ensuring compliance with Cycling UK's and contractual procurement requirements of the programme with a focus on ensuring value for money and timely procurement of required goods and services either through existing providers or through external market engagement.

Specific Duties

1. Manage all contracts in relation to the national e-cycles programme
2. Maintain strong supplier relationships with consortium partners to ensure the successful delivery of the national e-cycles support programme

3. Develop and implement an effective contract management regime to ensure partner delivery is in line with agreed outputs and contractual terms
4. Working closely with the programme team, project managers and Cycling UK finance team ensure the effective onboarding of all partners to ensure robust project and delivery plans are in place aligned to contractual terms and required outputs
5. Conduct any post-award negotiations on ongoing contracts (including any variation or extension) to deliver the programme objectives and deliver improved efficiency or value for money
6. Manage effective procurement for the e-cycles scheme providing day to day ownership across the programme in liaison with Cycling UK's finance team to complete the sourcing of required goods and services to meet the programme objectives including using existing supplier relationship or external sourcing through requests from proposals or invitations to tender
7. To manage the partner contracts ensuring compliance with project management methodology and tools to ensure the project is implemented effectively and can be monitored and evaluated.
8. To provide advice and support to programme colleagues in addressing risks, issues and problems and offering help with delivery where appropriate.
9. Act as key point of contact for suppliers / contract issues to ensure appropriate resolution involving senior management as appropriate
10. Provide programme reporting, performance information, project updates on key supplier outputs as necessary
11. Manage appropriate staff and set work schedule, work plans, objectives and appraisals.

General:

12. Establish a high level of knowledge and understanding of our work, bringing our work alive and effectively communicating the impact of our work.
13. To follow and abide by Cycling UK's policies and procedures as detailed in the Staff Manual at all times including Health and Safety, Equal Opportunities and Confidentiality.
14. To act as an ambassador for Cycling UK at all times.
15. Some weekend and out of hours work may be necessary

Contract and partnerships manager

Person Specification

Cycling UK is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job applicant, trustee, employee, volunteer or member receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexuality or political belief.

Req	Essential	Desirable
Qualifications	Educated to degree level or equivalent or demonstrable qualification and practical experience of managing high value contracts	Experience of managing a portfolio of commercial arrangements within a not for profit or public sector organisation
Experience/ Knowledge	<p>Management and implementation of contracts with a broad range of suppliers at pace</p> <p>Experience of supplier engagement and performance management to ensure improved efficiency and value for money</p> <p>Experience of managing commercial partners to ensure effective supplier engagement and contract management</p> <p>Experience in overseeing procurement, producing contracts and/or service agreements</p> <p>A track record of driving service quality and using a data led approach to monitoring progress</p> <p>Driving and improving value for money and performance in contractual / commercial arrangements</p>	Experience of deploying a project management approach to ensure best practice contract management

Skills	<p>Experience of managing and mitigating commercial risk</p> <p>Ability to manage complex commercial arrangements and processes with multiple stakeholders / suppliers</p> <p>Exceptional relationship building and communication and influencing skills with internal and external senior stakeholders</p> <p>Demonstrable experience of improving and maintaining relationships to drive commercial outcomes and improvements</p> <p>Financially literate</p> <p>High levels of computer literacy to include MS Office, PowerPoint, internet and databases</p>	<p>Strong attention to detail</p> <p>Meeting targets and deadlines</p> <p>Proven ability to work collaboratively with others</p>
Personal	<p>Relationship builder, naturally works collaborative internally and externally</p> <p>High levels of initiative but with the ability to work as part of a team</p> <p>A can-do, hands-on attitude to work, concentrating on solutions rather than focussing on difficulties</p> <p>A supportive and collaborative colleague</p>	
Other	<p>Ability to demonstrate and apply the Cycling UK values</p>	<p>Good understanding of the benefits of cycling for everyday journeys, leisure and adventure.</p>

Job Holder: Date: