



## **Job Description and Person Specification 2023-2024**

**Role:** Contracts Lead

**Hours:** 22.5 Hours per week – with scope to increase. Hours worked flexibly across Monday to Friday

**Location:** Head Office Crawley, West Sussex or Home Based

**Salary:** £25,000 (pro rata) rising to £28,000 - £30,000 after probationary period, plus commission

Building Heroes are a Queens award-winning charity based in West Sussex and operating nationally to provide military service leavers, veterans and family members with construction skills training and employment support at fourteen locations around the country.

Building Heroes is a military based charity looking for an entrepreneurial, passionate, and self-motivated individual with an excellent history of successful funding outcomes. The charity is approaching their tenth year and are in a period of growth and looking to expand their team and scope for funding opportunities.

The charity is proud to support more than 900 military personnel a year providing construction skills to service leavers and military family leading to successful employment opportunities.

### **Main Purpose:**

This position is an exciting opportunity to develop income streams from a range of contracts such as Government, Military of Defence, Construction Industry, and other similar streams of funding. You will identify strategic funding opportunities and develop relationships that make them possible.

The post holder will be expected to meet and where possible exceed income target contract funding of £400k per year through development of strong relationships that generate significant income to support the work the charity provides. They will focus on securing funding and resources which will support the charity to enhance and deliver outcomes and career opportunities for the beneficiaries.

You will be passionate about the cause, with the ability to write strong bid and funding applications and the ability to create emotionally compelling stories when presenting or meeting stakeholders.

The dual role will provide support to our Centre Coordinators and Academy leads with project outcomes relating to our training locations along with training and development opportunities.

Whilst this role has flexibility for home working or head office there will be a requirement for travel to visit & support our employees across our national network.

### **Person Profile:**

The individual will be driven, flexible and hard-working and a trusted employee of the charity. This dual role will be both challenging yet rewarding through success of securing essential contract funding, and an administrative role to raise & issuing contracts. They will also support our national team as a point of contact and ongoing support and training for our employee network.



The position requires a pro-active, enthusiastic, and personable individual with the ability to identify opportunities with confidence to start conversations with prospects that result in financial and in-kind support.

#### **Key Tasks and Accountabilities of the Contracts Lead:**

- Will work to develop, manage, and grow a funding portfolio.
- Our ideal candidate will have a proven track record in writing successful contract applications with the management and auditing that supports such.
- The person will be an experienced individual who has a real eye for detail with a calm and supportive manner to support our team.
- Exemplar administrative skills with attention to detail
- They will play a key role in supporting to increase and deliver on programme contract funding portfolio and managing multiple public sector funding contracts in the charity sector.
- Work with colleagues to raise the charity profile and engagement with the military and construction sector, to inform, influence and collaborate on key areas of importance for Building Heroes in line with the charity Strategic Plan and maximising the linkages between each centres meet the charity priorities.
- Will work closely with our management team to develop opportunities and increase the level of new grants and commercial contracts.
- Will ensure delivery on contract funding targets and contract funding requirements, furthering engagement with the sector for regional and national opportunities.
- Will work across operations, finance and fundraising to maximise income, ensure compliance and raise awareness of performance.
- Maximise drawdown and producing accurate claims for approval.
- Ensure outcomes and targets are reported to funders.
- Reporting including Forecasting, Contract Management Reports
- Provide data on successful funding to CEO for inclusion in Annual Report
- Issue regular funder reports, analyse returns and approve payments.
- Ensure annual budgets are consistent.
- Ensure all projects comply with conditions set by the funder.
- Employee team supported to deliver on successful for outcomes

#### **Essential Skills:**

- Strong contractual knowledge
- Ability to keep abreast of developments within the charity and charity sector to seek appropriate funding channels.
- Proactively research and assess contract funding opportunities for suitability.
- Ability to work on own initiative.
- Experience in submitting grant funding bids and evidence of success.
- Ability to generate revenue.
- Understanding of education funding streams
- Ability to meet deadlines and an ability to work across several projects at a time.
- Strong analytical skills with the ability to negotiate business terms.



- Create and manage database of funding activities, identifying potential funding opportunities, work in progress and results of applications.
- Good interpersonal skills to work closely with all team members.
- Strong commercial awareness
- Proficient leadership, organisational and supervisory skills
- Minimum of 2 years relevant experience in business development or similar field
- Strong organisation and project management skills
- Commercial experience
- Problem solving aptitude.
- English and Maths grades 4 and above
- Management/Professional qualification
- Be willing to undertake training and support continuing professional development.
- Provide support to other team members when required.
- Knowledge of Microsoft products (Teams, Outlook, Word, Excel, PowerPoint and SharePoint)

July 2023