



Job Description

JOB TITLE: Contract Manager (QFFD)

CONTRACT TYPE: 3-year fixed term contract

HOURS: 35 hours per week

LOCATION: London (preferred) hybrid working with half the time in the office.

PAY BAND: £39,060

RESPONSIBLE TO: Senior Head of Finance

RESPONSIBLE FOR: No direct reports

About The King's Trust International

The King's Trust International (KTI) has been supporting young people worldwide since 2015. We were founded by HM The King to tackle the global crisis of youth unemployment.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, earn and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Africa, Asia, the Caribbean, Europe and the Middle East.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

Ways of working

The King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, earn and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our [website](#) for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people.

Purpose of the Role

Qatar Fund for Development (QFFD) is the State of Qatar's international development provider, dedicated to promoting human development, reducing poverty, strengthening health and education systems, supporting economic growth, mobilising humanitarian aid, and enhancing community resilience to climate change.

King's Trust International (KTI) has partnered with QFFD, whose support will enable us to deliver impactful education programmes across Africa, Asia and the Caribbean, and drive forward our organisational advocacy priorities with a total investment of £2,000,000 over the next three years.

The QFFD Contract Manager will play a critical role in helping KTI achieve its ambition and 10-year strategic goal of reaching one million young people. You will lead the end-to-end contract management of our QFFD-funded projects and be responsible for ensuring compliance across all elements of the funding agreements. This role combines contract oversight, donor relationship management and reporting, ensuring that all obligations are met and that opportunities for renewal or expansion are maximised.

You will work closely with the QFFD Monitoring, Evaluation and Learning Manager, as well as KTI's Advocacy Lead, Heads of Delivery, Programme Managers and in-country partners, to ensure the timely submission of annual progress and financial reports, along with regular updates, insights and learning throughout the project lifecycle.

We are seeking an individual with strong institutional donor management expertise, excellent communication skills, and the ability to problem-solve and influence stakeholders. Experience in reporting to institutional funders is essential.

Key Relationships

- Finance Team (in which this role sits)
- Impact team
- Fundraising Team
- Our funders, QFFD at this stage
- Marketing, Communications and External Affairs Team
- Programmes team, including Heads of Region and Programme Managers
- Programme Quality Function (Digital & Design team, Safeguarding team)
- In-country partners, responsible for programme delivery
- Other colleagues across King's Trust Group organisations as required

Key Areas of Responsibility

Contract Management & Compliance

- Oversee the full lifecycle of the QFFD contract, from initiation to close-out.
- Ensure compliance with donor requirements, including financial and narrative reporting, audits, and due diligence.
- Maintain accurate records of all agreements, amendments, and correspondence in line with organisational policies.
- Flag any risks related to performance, working closely with Heads of Delivery to ensure any required actions are addressed early and to mitigate further risk.

Donor Relations & Stewardship

- Act as the primary point of contact for QFFD on contractual matters.
- Build and maintain strong relationships to support long-term partnerships.
- Respond promptly to funder queries and provide updates on project progress.

Financial Oversight

- Work closely with Finance teams to monitor budgets, expenditure, and reporting deadlines.
- Ensure timely submission of financial reports and support audits as required.

- Flag risks related to under/overspending and compliance issues.

Risk & Governance

- Identify and mitigate contractual risks, ensuring adherence to legal and regulatory frameworks.
- Support internal teams with guidance on donor compliance and contractual obligations.

Collaboration & Capacity Building

- Partner with regional programme teams and the Programme Quality Function to review donor requirements during proposal development, implementation and evaluation.
- Provide training and guidance to colleagues on institutional funding compliance and best practices.

General

- Champion cultural sensitivity, diversity, and inclusion in all aspects of work, while modelling KTI's values and standards.
- Ensure full compliance with GDPR and data protection regulations, and promote best practices in data governance
- Carry out any other duties as may reasonably be required by King's Trust International.

Budget No direct budget responsibility however -oversight of the QFFD budget worth £2,000,000 over 3 years, working closely with relevant teams where this is included in their separate function budgets.

Person Specification

The successful candidate will be a proactive, resilient self-starter with exceptional planning and organisational skills, capable of managing complex institutional funding requirements with confidence and clarity. They will bring solid experience in contract and donor management, including coordinating financial and narrative reporting, navigating compliance expectations and supporting multi-country programme teams to deliver high quality results. -country programme teams to deliver high-quality results.

With strong financial acumen, they will be comfortable working with budgets, analysing expenditure data and identifying risks such as under- or overspending. Their attention to detail will be matched by their ability to understand the bigger picture, ensuring that reporting, stewardship and donor engagement all contribute to a strong, long-term partnership with QFFD.

The role requires excellent communication skills, sound judgement and the ability to influence and support colleagues across diverse teams and cultures. They will build effective relationships with donors, finance teams and programme leads alike, offering practical guidance and helping strengthen KTI's capacity for donor compliance and contract delivery.

Above all, the candidate will be motivated by King's Trust International's mission and committed to supporting positive outcomes for young people worldwide. They will bring energy, diligence and a collaborative spirit as we scale our impact to reach one million young people over the next decade.

Please read these notes carefully:

The King's Trust International is committed to representing, at all levels, the global communities and young people that we serve. We value transferable skills and know that women, gender non confirming folx, disabled and global majority/ Black, Indigenous and People of Colour (BIPOC) / racialised people are statistically less likely to apply for a role if they feel that they do not meet at least 90% of criteria on the job description/person specification. We are dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging - so we only include essential criteria on our person specification that is genuinely required to do the job. We focus on your aptitude, transferable skills and behaviours to assess your potential with us.

Essential criteria describes the skills, knowledge or qualifications that are necessary to do the role. Some criteria will be assessed at the shortlisting (**s**) stage and this will be based on the information you have provided in your CV and supporting statement. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally. Do not just say, for example, 'I have good communication skills.' Tell us how you have gained experience or used a particular skill or knowledge. Other criteria may be assessed as part of an assessment (**a**) or at interview (**i**). Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

Criteria	Essential	Why is this needed?	How will this be assessed?
Skills and Knowledge	Excellent relationship management skills, with the ability to engage confidently and diplomatically with donor counterparts	Stakeholder management is an essential part of this role.	S,I
	Exceptional organisational and planning skills, with the ability to manage multiple deadlines and competing priorities	You will be involved in multiple tasks so you must be able to plan ahead and organise your time and workload in order to meet reasonable deadlines.	S, I
	Strong problem-solving skills with the ability to provide clear, practical guidance to colleague	It is important that you are able to show resilience, adapt to circumstances and meet challenges posed including identifying potential issues, being solutions-focused and achieving the best outcomes.	S
	High attention to detail, particularly in the preparation and review of financial and narrative reports	This is essential for ensuring accurate collation of information and reporting to the funder.	S
	Excellent written and verbal communication skills, with the ability to translate complex information into clear donor-facing materials	To ensure stakeholders and internal teams receive effective communication which will enable them to understand and respond effectively.	S
	Strong analytical skills and the ability to synthesise monitoring, evaluation and learning insights into donor reporting	You will need to collate information from multiple programmes and teams to report to the funder.	S
	Confident in using financial management systems, project management tools and Microsoft Office (especially Excel)	Competence in using software packages is essential to this role.	S
	Ability to maintain accurate documentation and version control across multiple projects.	This is essential for ensuring accurate collation of information and reporting to the funder.	S
Experience	Significant experience in managing institutional funding contracts, preferably with major international development or government donors	As this is a stand-alone role, prior experience is essential.	S,I
	Strong track record of coordinating financial and narrative reporting for complex, multi-country programmes	To be able to run and analyse reports to monitor the contract performance	S,I
	Demonstrated understanding of donor compliance requirements, including audits, due diligence, procurement rules and risk management.	As this is a stand-alone role, prior experience in all of these areas is essential	S,I







	Experience working with programme delivery teams in multiple countries or regions	This role will work across multiple teams to collect data, review expenditure budgets and share best practice.	S,I
	Strong financial acumen, including experience monitoring budgets, interpreting financial data and identifying risks such as under/overspend	Responsible for the preparation of the financial claims, monitoring the budget and providing updates both internally and externally to the funder.	S

Criteria	Desirable	Why is this needed?
Skills and Knowledge	Ability to support the development of internal systems or processes to strengthen contract management.	This is the first institutional funding received by KTI so setting up contract management processes and systems from scratch will be required.
	Experience in contract negotiation or reviewing legal terms and conditions	In order to ensure all contractual requirements have been met.
Experience	Experience working on or managing contracts funded by Middle Eastern institutional donors such as QFFD, QDF, KOICA, or other bilateral agencies	Prior experience is essential for the successful delivery of the contract.
	Knowledge of international development, humanitarian aid or youth employment/education sectors	In order to understand conflicting needs of the funder and multiple partners across multiple countries.
	Experience supporting proposal development or reviewing donor requirements at bid stage	To ensure the contract is deliverable from day one.
	Understanding of ethical compliance and data protection in international programming	To ensure compliance with all requirements of the contract.
Competencies and Behaviours	The ability to influence stakeholders, both external and internal.	Stakeholder management is an essential part of this role.
	A proactive, resilient and enthusiastic self-starter who can work independently	In this role you will be involved in multiple tasks with different timeframes. Some will require working closely with colleagues and some working independently.
	Commitment to development outcomes and supporting young people globally	To ensure alignment with our organisational values.

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value and promote diversity of experience and thought to enable our staff, partners and young people to thrive and achieve their full potential	We value sincere, authentic and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

We are committed to equality, diversity and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability including neurodiversity, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure. Having a criminal record will not automatically exclude applicants.

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public.

These are our core behaviours for all staff.

 Effective communicators	 Approachable	 Solution-oriented	 Inclusive	 Emotionally intelligent & resilient
---	--	---	---	---

<p>We demonstrate an open, honest, jargon-free and clear communication style to build rapport and nurture partnerships with internal and external stakeholders.</p> <p>We communicate core expectations, for example around safeguarding, clearly and effectively to ensure young peoples' safety is at the centre of our work and never compromised.</p> <p>We value the importance of transparency, honest feedback, setting clear expectations, understanding roles and responsibilities, and speaking up for what we believe is right.</p>	<p>We demonstrate characteristics of open-mindedness, respect and honesty to anyone wishing to approach us.</p> <p>We apply our behaviours to support this by being mindful of our own reactions and being receptive to ensure people want to engage with us, we actively listen and demonstrate our appreciation of their input.</p>	<p>We focus our energy on enabling solutions to the challenges we meet.</p> <p>We demonstrate leadership by owning our work, taking responsibility for our actions and pro-actively engaging with our stakeholders and partners to gain deep understanding of the environments we work in and the young people we work for.</p> <p>We support our partners, colleagues and youth in solving problems and delivering impactful programmes.</p> <p>We plan and adapt our interventions and processes and employ proactiveness to enable the most meaningful outcomes.</p>	<p>We value different backgrounds, experiences and opinions and believe that these will make us better equipped to make quality decisions, apply sensitivity to context and mutual exchanges, as well as recognise potential throughout our organisation and our partnerships.</p> <p>We actively invest in rapport building with all stakeholders and strive to support team work internally and externally.</p> <p>We respect others and our planet. We apply humility and empathy and strive for reciprocity and equality in all exchanges.</p>	<p>We nurture awareness and reflection, including being mindful of self-biases, cultural differences, as well as our own and other people's circumstances.</p> <p>We foster the capacity to be aware of, control, and express our emotions, and to handle interpersonal relationships judiciously and empathetically.</p> <p>We use emotional intelligence to build resilience. We risk making mistakes as a way of learning.</p> <p>We celebrate creativity, curiosity, eagerness to learn and open-mindedness.</p>
--	---	---	--	--