



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Funding Management Executive	PAY BAND:
FUNCTION:	Support Services	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Contract Management Team works closely with the operations and fundraising teams to maximise the income drawdown from our contracts.	

WHERE YOU WILL FIT

CEO	CFO	Senior Head of Funding Management	Head of Funding Management	Funding Management Manager	Funding Management Executive
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

This role is responsible for ensuring we maximise our income in compliance with our funding agreements and altering in a timely manner any issues preventing us from doing so. The money we help bring in with these contracts ensures we can reach more young people to help them reach their potential.

WHAT WILL YOU DO?

- ✚ As directed, communicate funding criteria and expectations to colleagues and partners at the start of projects and train others on how to maintain project paperwork
- ✚ Work with operations staff to ensure they are familiar with contract procedures and supported by providing timely contract information
- ✚ Maintain tracking and auditing systems that meet the auditing requirements of each funder
- ✚ Support the completion of claims and reports in order to meet submission deadlines for funders' claims
- ✚ Compile claims ready for review and authorisation. Liaising with colleagues to ensure operational evidence is operational evidence is in place. Ensure compliance.
- ✚ Ensure that accurate records are maintained of funds restricted by a contract. Update these records after every claim and/or report.
- ✚ Report monthly to the Head of Contract Management / Contract Manager on performance against all contracts and work with colleagues to action plan for poorly performing contracts.
- ✚ Maintain a working knowledge of Frontline and its reporting features to monitor progress against projects and provide evidence for funders
- ✚ Maintain accurate and up to date records, paper and electronic, as required by The Trust or external funding contracts and in line with The Trust's data protection policy
- ✚ Attend where necessary internal/external training courses and management/steering group meetings as required.
- ✚ Responsible for actively contributing to an equitable, diverse, and inclusive workplace.



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THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Good written and verbal communication skills	We require communication with other departments within The Trust along with funders outside
The ability to work both independently and as part of a team	Need to be able to manage own portfolio of contracts
Good planning and organisational skills and the ability to manage multiple priorities	Need to be able to manage own portfolio of contracts
Knowledge of Microsoft Office, particularly Excel	Almost all contracts require Excel for tracking and reporting
Ability to use database software	Frontline stores some of the data we require
Good attention to detail	Funders, and in particular ESF, requires exactness
Experience	Why do we need this?
Experience of using e-mail, internet, word processing and spreadsheet packages, accurately and with good attention to detail	We communicate with staff and funders via all these means of communication
Previous experience of working in a similar/financial role	Need to be able to pick up quickly
Experience of working to deadlines and prioritising a varied workload	All contracts have deadlines associated with reporting
Experience in report writing	We are required to write reports in relation to contract performance to the funders
Previous contract management experience with particular focus on European funding	Would allow to pick up job requirements quickly

WE WOULD LOVE IT IF YOU COULD DO THIS

Skills & Knowledge	Why do we need this?
Knowledge and understanding of public and private sector contracts	Most of our work involves public funding

WHAT DO WE EXPECT FROM YOU?








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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.

Here at The Prince's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. More importantly, creating an environment where everyone, from any background, can be themselves and do the best work of their lives is the right thing to do.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT NOW (Network of Women), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBT Network). For more information, [click here](#).

 Inspiring We lead by example	 Approachable We are open minded and value diversity	 Empowering We enable positive change	 Non-Judgemental We focus on the potential, not the past	 Passionate We are absolutely committed to supporting young people
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OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others by demonstrating reliability You engage in challenges with optimism and resilience You're authentic and bring your unique talents to work, encouraging others to do the same	You seek out opportunities afford by change, adapting accordingly and to enhance own development and build expertise. You suggest improvements and alternative approaches wherever appropriate You give and receive feedback, harnessing new information to improve your own performance	You're approachable, clear and professional You treat people as individuals, tailoring communication and influencing style accordingly. You communicate difficult messages and challenge others' thinking effectively You listen to others with empathy and sensitivity You act as an ambassador for The Trust whenever communicating externally	You offer support to colleagues and ask for help when needed You manage the expectations of others, gaining buy-in where required You share knowledge and information You build relationships with others across The Trust and externally, where appropriate You act as an ambassador for your own team across The Trust	You manage projects effectively; planning, organising resources and reprioritising as required You monitor progress towards milestones, taking actions to ensure deadlines are met You make effective, data-driven decisions, considering consequences and consulting with others where appropriate You take the initiative to solve problems and develop several potential solutions

THE WELFARE OF OUR YOUNG PEOPLE

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment we undertake basic disclosure checks in accordance with the Codes of Practice for all roles within the Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.