

Contracts Manager, Home Based

18.5 hours per week

Grade 4 (lower) Point 29: £35,064 FTE (£17,532 + £480 home working allowance per annum)

6 months fixed term contract

Family Action passionately believes in the strengths within families. Families may be very different in composition and circumstances but they should all be empowered and supported to enable all members to thrive. In all that we do, Family Action is rooted in the belief that well-functioning and supported families are a driving force for happy, healthy individuals and communities. Founded in 1869, the charity was providing services to children and families before the first aeroplane flew, before the first car was invented, even before it was first made compulsory for all primary age children to attend school. Our history is remarkable- we were there at the very beginnings of social work, we created the first Citizen's Advice Bureau and the forerunners of Job Centres.

Today, we work with more than 60,000 families in over 200 community based services, as well as supporting thousands more through national programmes and grants. We are the 7th Best Charity and 55th Large Company to work for in the UK in 2021 ([Best Companies Awards](#)), and were recently voted Charity of the Year 2021 in the Third Sectors Awards.

This is a new and important role in Family Action. As Contracts Manager, you will support the General Counsel & Director of Systems, In-House Counsel and colleagues across Family Action on any contractual matter. You will report to the In-House Counsel.

Your role will be varied, exciting and incredibly worthwhile. At its heart it will strive for improvement and excellence, and the opportunity to really make a difference within our organisation to the benefit of staff, volunteers and those who use our services. You will be working with managers at all levels to influence and inform across the entire organisation.

At Family Action we believe no one should be defined by their circumstances. We transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. Our strategy puts front and centre five key objectives:

1. **Agile and Responsive** – always able to look ahead, to innovate and to seize opportunities;
2. **Managed Growth** - continue to grow in a managed, sustainable way so that we can support more children, adults and families to have better lives;
3. **Improved Quality** - to ensure that our services are of the highest possible quality so that we can maximise the difference made to the people we work with;
4. **Better Known with a Bolder, Stronger Voice for Families** – to speak out for families through building our national profile and positioning and having increased influence and impact;
5. **Valuing Our People** - investing in our staff and volunteers and their development so that Family Action becomes an even better place to work.

We are looking for someone who is driven and who can draw learning from a range of sources, contextually analyse the evidence. We need someone with substantial experience supporting colleagues in a wide range of contractual matters.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.

What will we offer you?

We'll offer you flexible working hours, a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing service and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.

We are forward looking, ambitious and committed to continuous improvement. We are a **people focused, can-do** organisation, which strives for **excellence** in all we do and operates with **mutual respect**. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

For an application pack and further information please visit:

www.family-action.org.uk/get-involved/work-us/current-vacancies/

Please email completed applications to: completed.application4@family-action.org.uk

Closing date: Monday 31st January 2022 at 09:00am

Interview date: TBC (via Teams or Zoom)