

JOB DESCRIPTION

Job title:	Contracts Manager
Department:	Legal
Salary:	Grade 4 (lower) Point 29 + Home working allowance
Hours:	18.5 hours per week (6 months fixed term contract)
Location:	Home Working, with occasional travel to the Family Action Head Office, London N1
Responsible to:	In-House Counsel

Overall Purpose of the Job:

This is a new role to support, manage and oversee the management and storing of contracts at Family Action and, more particularly, to assist and review any contracts across the charity.

Key Accountabilities:

1. Build and maintain strong and collaborative working relationships with all internal and external stakeholders.
2. Support with the negotiation and terms of engagement on new, contracts- both in relation to service delivery or business to business. Where applicable, issue contracts in standard Family Action templates.
3. Monitor and administer revisions to standard and template contracts, draft bespoke clauses where appropriate, confirmations of dates and other details, and ensure the prompt return of signed contracts.
4. Work with the legal team and other departments to keep accessible records (including a PDF copy where applicable) of all signed contracts.
5. In consultation with General Counsel & Director of Systems and In-House Counsel, draft bespoke agreements where needed.
6. Work closely with the Business Development Team on reviewing contracts in any responses to Invitations To Tenders and/or propose any clarification questions.
7. Keep up-to-date of contracts issued and status of ongoing negotiations, and assist in the development of databases (including precedent databases) and other information tools. Assist in ensuring that the security of contracts is maintained and that confidences are not breached.

8. Support the General Counsel & Director of Systems and In-House Counsel as an advisory service to Family Action on any contractual matters, negotiation and best practice, in consultation with operational and other colleagues as appropriate.
9. To participate in relevant industry forums and networks.
10. To ensure you comply with Family Action's procedures for promoting and safeguarding the welfare of children and vulnerable adults.
11. To comply with Family Action's Diversity & Equality Policy and our Ethical Policy in every aspect of your work and positively promote the principles of these policies amongst colleagues, service users and other members of the community.
12. To comply with Family Action's Health and Safety Policy, Data Protection Policy and to protect your own and others' health, safety and welfare.
13. To work flexibly as may be required by the needs of the charity and carry out any other reasonable duties as required.

Person Specification:

1. Significant experience of negotiating, drafting and working with contract documentation including a good understanding of rights issues and relevant contract terms
2. Ability and confidence to negotiate, ensuring commercial viability
3. Commercial acumen, including the ability to assist in complex negotiations for new work and to assess and mitigate risk and assurance
4. Knowledge and firm understanding of contractual documentation and managing compliance in line with data protection (GDPR) and insurance requirements
5. Significant experience of working in a fast-moving environment and with a high-volume workload
6. Ability to exercise excellent judgement and integrity under pressure
7. Good documentation skills, proofreading, methodical approach and attention to detail
8. Strong forward planning skills and demonstrable ability to manage workflow and multiple concurrent activities during busy periods effectively, when working under pressure and to tight deadlines
9. Proven office skills, highly proficient Microsoft Office user with good Excel, Word and database skills

10. Commitment to delivering a high standard of work
11. Ability to present information clearly
12. Ability to build relationships and communicate effectively at all levels both internally and externally
13. Able to work effectively under own initiative and as part of a multi-disciplinary team
14. Commitment to the values and ethos of Family Action, the protection of vulnerable adults and children, equality of opportunity, diversity and good practice