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| Job title:  **Commissioning Manager** | Responsible for:  **Delivery of Commissioned Services** | Responsible to:  **Director of Relationships and Funding** |

**Hours of work**: 35 hours per week, Monday to Friday

**Contract**: Permanent

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| **Context**  The Royal Navy and Royal Marines Charity’s (RNRMC) vision is for a world in which our sailors and marines and their families are valued and supported, for life. We strive toward this by working with others to provide support to those in need; Veterans, dependents after bereavement, and the Serving community and their families. The Grants department is responsible for the delivery of funding to wide range of projects and services supporting The Royal Navy and Royal Marines as well as to external organisations who provide support to the beneficiaries of the charity. **The Role**  The Commissioning Manager (CM) is a new role within the RNRMC at a time when the charity’s strategy has a real focus on beneficiary need and impact.  **Main purpose of the role**  Working as part of the Grants Department you will provide management support to the development of a programme of projects supporting the RNRMC’s commissioning and partnership funding model.  The CM will take on delegated responsibility for all elements of the commissioning cycle including understanding need, designing projects, performance management of delivery and reporting of impact.  Working with internal and external stakeholders, the role will involve the oversight of grants programmes to ensure quality, evidenced outputs, and value for money of projects. | | |
| **Job Specification**  **Commissioning**  **“making the best use of all available resources to produce the best outcomes of our beneficiaries.”**  The post holder is required to understands the commissioning cycle: -  Including understanding need, develop service specifications, grant management, monitoring and review and analyse.  **The main responsibilities of the Commissioning Manager are to:**  **Analyse**   * Lead the analysis of need including updating of the need report * Define the outcomes to meet those needs * Develop metrics to measure outcomes   **Plan**   * Identify gaps in service delivery * Enable Involvement in engagement to ensure beneficiaries are involved in design and delivery of services * Input into design of services * Lead development of commissioning strategy and produce commissioning plans for each programme   **Do**   * Implement commissioning plans * Develop the market and source and engage with delivery partners * Work with grants leads to provide services   **Review**   * Reviewing monitoring returns and support grants manager to address areas that requirement improvement * Report progress against commissioning plans * Report impact of programmes against commissioning outcomes   **Programme Management**   * Work collaboratively with Head of Grants, Support and Partnerships Manager and Senior Data Analyst to ensure commissioning plans for each programme are developed, monitored, reviewed, and updated * Support the identification and establishment of KPI’s for grant programmes * On behalf of Director of Relationships and Funding lead plans for beneficiary engagement (co-production) as key part of commissioning cycle where appropriate   **Administration**   * On behalf of EXEC define and monitor project budgets for all programmes including contingency, stage payments and adhere to financial regulations * On behalf of EXEC ensure good governance and risk management complies with RNRMC Policy and procedures. * Other general management, line management and administrative tasks in support of the delivery of the Funding Model.   **The Person**  The post holder is required to have excellent interpersonal skills, be diplomatic and approachable with a strong ability to communicate verbally and in writing. They will be a confident manager able to adapt to a changing environment at a key point in the Charity’s development. Due to the position it is also a requirement to have problem solving skills and excellent judgement alongside a meticulous, accurate and disciplined approach to work. They will also possess good organisational skills and be able to prioritise a varied and busy workload and deliver to deadlines. | | |
| **Person Specification**   * Management experience of performing a similar commissioning role acquired through training and experience. * Strong communicator, able to negotiate and communicate across a range of organisational and cultural boundaries. * Significant project management experience. * Ability to analyse and review highly complex commissioning information, facts, and their application. * Ability to produce written project briefs and reports with supporting analysis to support the corporate decision-making functions. * Ability to manage complex projects of work with multiple stakeholders * Excellent standard of reporting writing and IT skills. * Strong intellect, independent mind, integrity, discretion, probity * Ability to work flexibly and prioritise when working under pressure. * Excellent team working and interpersonal skills. | | |
|  | Essential | Desirable |
| **Education** |  |  |
| Minimum of ‘A’ level or equivalent standard education.  Educated to Degree level in or other relevant qualification | **√** | **√** |
| **Experience** |  |  |
| At least two years project management experience in a busy workplace.  Proven competence in funding, commissioning and partnership working  Understanding and empathy for the Royal Navy, Royal Marines Charity and/or charity sector experience. | **√**  **√**  **√** |  |
| **Knowledge** |  |  |
| Computer literate: proficient in Office systems (Microsoft Outlook, Word, PowerPoint, Excel) and Cloud based communications  Experience of project management | **√** | **√** |
| **Skills/ Aptitudes** |  |  |
| High level of written and spoken English.  Flexibility and adaptability to juggle a range of different tasks and to meet deadlines.  Highly developed and effective interpersonal and communication skills.  Proven ability to take responsibility for tasks and use initiative.  Ability to work both on own and as part of a wider team with minimal supervision.  Proven organisational skills.  Proven ability to be able to prioritise heavy and varied workload.  Possess appropriate right to work in the UK. | **√**  **√**  **//?/√**  **√**  **√**  **√**  **√**  **√**  **√** | **√** |