

Job title: <b>Commissioning Manager</b>	Responsible for: <b>Support and delivery of commissioned programmes</b>	Responsible to: <b>Head of Commissioned Grants</b>
--	--	---

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

**Contract:** Permanent

## Context

The charity awards up to £10 million each year to help serving and former sailors and marines and their families, with the aim of ensuring they feel valued and supported, throughout their lives. It supports the serving community through improvements to working environments, efficiency, morale, welfare, sport and adventurous training, and veterans and families through a wide range of services and partnerships.

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 is part of the Grants team 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 a senior manager of the Grants Department you will manage the RNRMC commissioned grants, ensuring that the funds are awarded in accordance with the Charities values and Outcomes Framework.

The Commissioning Manager will support the Head of Commissioned Grants with 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 and good governance of grants programmes to ensure quality, evidenced outputs, and value for money of projects.

## Job Specification

### Commissioning Model

**“Making full use of all available resources to produce the best outcomes of our beneficiaries.**



The post holder is required to understand the commissioning cycle: -

Including understanding need, develop grant specifications, grant management, monitoring and review and analyse.

**Analyse**

- Support the analysis of need in relation to beneficiary groups aligned with grant programmes and pathways
- Define the outcomes to meet those needs
- Develop metrics to measure outcomes

**Plan**

- Identify gaps in service delivery, by theme and geography
- Enable involvement in engagement to ensure beneficiaries are involved in design and delivery of service.
- Input into design of services
- Support the development of commissioning strategy and the production commissioning plans for each programme

**Do**

- Deliver commissioning plans
- Develop the market and source and engage with delivery partners
- Work with grants leads to provide services and roll out pilot approaches into other areas.

**Review**

- Reviewing monitoring returns and support grants manager to address areas that require improvement.
- Report progress against commissioning plans
- Report impact of programmes against RNRMC Outcomes Framework

**Main areas of responsibility****Deputise for Head of Commissioned Grants**

- Support and where appropriate lead plans for beneficiary engagement (co-production) as key part of commissioning cycle.
- Represent RNRMC in meetings or conferences
- Maintain effective working relationships with key partners and with RNRMC departments
- Engage with experts, groups, families and benevolence charities to directly inform future needs
- Engage with individual benevolence charities to explore options for improving support to meet need

**Line Management**

- Line Manage Grants Administrator.

**Grant Management**

- Support the Head of Commissioned Grants to develop a cohesive grant giving programme, developing priorities of funding and a suitable mechanism for delivery in accordance with the 5 core RNRMC grant making values
- Ensure the principles of the funding and outcomes framework are upheld against identified need and published outcomes
- Deliver grants through GMS (Blackbaud),
- On behalf of EXEC ensure good governance and risk management complies with RNRMC Policy and procedures.
- Ensure that funding recommendations to Grants Panels and Trustees are in line with current grant making policies
- Ensure funds are being spent in accordance with funding agreements.

- Identify projects for corporate and major donor funding, ensure transparency and compliance with fundraising and grant making regulation

### **Programme Management**

- Work collaboratively with Grants Team to ensure commissioning plans for each allocated programme are developed, monitored, reviewed, and updated.
- On behalf of EXEC define and monitor project budgets for allocated programmes including contingency, stage payments and adhere to financial regulations
- Analyse and report monitoring trends to establish existing and emerging needs.
- Development and delivery of allocated programmes or projects to address gaps identified

### **Development of GMS (Blackbaud), Development of Outcomes & Monitoring on GMS**

- Support the RNRMCs strategy to focus on beneficiary need and impact through the delivery of GMS and Utilisation of IT Tools

### **Deliver process to enable reviewing of monitoring returns for pathway and programme funded organisations through the agreed Terms and Conditions.**

- Improve grants reporting and needs analysis to inform future grant making and make a real difference

### **Demonstrate Impact of grants awarded**

- Implement process to enable reviewing of monitoring returns for pathway and programme funded to inform end of year outcomes report.
- Assist in the collection, review and analysis of reports from organisations to ensure impact
- Assist with the design and production of the RNRMC's annual outcomes and end of year reports
- Work to improve grants reporting and needs analysis to inform future grant making and make a real difference

### **Administration**

- Other general management and administrative tasks in support of the delivery of the Funding Model.

### **The Person**

The post holder is expected to adhere to the RNRMC core values, including the grant making values\* and 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.

You will have strong skill and experience in working with a wide range of stakeholders across the statutory and third sector and will inspire confidence, provide credible leadership, build and maintain relationships plus motivate and drive towards delivery of change at pace.

You will be self-motivated and enthusiastic, be able to think strategically to resolve problems and make recommendations and present options for approval.

### **Person Specification**

<ul style="list-style-type: none"> <li>• Statutory or third sector commissioning experience at a high level to commission services which must have involved demonstrating sound judgment, evaluating options and making recommendations on issues</li> <li>• Strong credible communicator, able to negotiate and communicate across a range of organisational and cultural boundaries</li> <li>• Successful project management experience</li> <li>• Confident IT user who has experience of using fiscal management and data base systems</li> <li>• Ability to analyse and review complex commissioning information, facts, and their application</li> <li>• Ability to produce written project briefs and reports with supporting analysis to support the corporate decision-making functions.</li> <li>• Ability to manage complex projects of work with multiple stakeholders and delivery partners.</li> <li>• Excellent standard of reporting writing and IT skills</li> <li>• Strong intellect, independent mind, integrity, discretion, probity</li> <li>• Ability to work flexibly and prioritise when working under pressure</li> <li>• Excellent team working and interpersonal skills.</li> </ul>		
	Essential	Desirable
<b>Education</b>		
Minimum of 'A' level or equivalent standard education.	✓	
Educated to Degree level in or other relevant qualification	✓	
<b>Experience</b>		
Comprehensive relevant commissioning knowledge and experience from the statutory or third sector	✓	
Proven competence of funding, and partnership working	✓	
Evidence of successful planning and delivering programmes, projects and services on time.	✓	
Understanding and empathy for the Royal Navy, Royal Marines Charity and/or charity sector experience.		
<b>Knowledge</b>		
Computer literate: proficient in Office systems (Teams, Microsoft Outlook, Word, PowerPoint, Excel) and Cloud based communication systems	✓	
Project management qualification	✓	
<b>Skills/ Aptitudes</b>		
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.	✓	
Skills and experience in building stakeholder relationships in a context where interests will not always be aligned.	✓	
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.	✓	
	✓	