



Contracts Manager +

Permanent Contract

Salary: £48,000 - £54,000 depending on experience and potential

We put a plus sign on our job title because this role has a much broader remit beyond managing our substantial existing contract portfolio.

YTKO is a leading and multi-award-winning business support provider delivering a significant volume of contracts supporting entrepreneurship, SME growth, access to finance and supply chains in the public sector, as well as normal commercial consultancy direct to clients. We're also on a social mission and have already helped over 22,000 businesses and 30,000 individuals, enabling them to access over £70m finance and expand to create over 10,000 jobs.

Much of our public sector work is co-funded by European Regional Development Funds, and we work with a wide range of public, private and third sector stakeholders, and delivery partners. This role will play a critical part in our success by ensuring that the company continues to grow by maintaining these strong relationships, opening and building new ones, both in existing and adjacent geographies, managing all contractual aspects of our exciting portfolio, including resolving any contractual issues, and contributing to our business development activities from bid-writing to contracting, extensions and renewals. It therefore has a much wider and more proactive remit than 'pure' contract management.

Our current and about-to-close public contracts are located from Cornwall to Southampton up to Bristol and Swindon, so you will need to be located somewhere with easy access to these areas.

Responsibilities

Reporting to the deputy CEO and working closely alongside him and the Finance Director, you'll be responsible for:

Taking public sector contracts through from Initial Application to Full Application, Pre-Contract Conditions and contract signing stage. This includes efficient management of and negotiations with delivery partners where appropriate, SLAs and all other relevant matters.

Serving as the main point of contact for commissioners, stakeholders and any delivery partners on all contractual matters, working closely with our Programme Directors, who are responsible for the operational delivery and teams.

Documenting any internal and external contract-related issue resolution, and associated audit trail.

Reviewing all tender, contract and associated documentation, and ensuring our Service Level Agreements to any delivery partners are clear, robust, complete and adhered to.

Monitor and complete contract close-out, extensions, renewals and evaluations. Complement the senior business development team through understanding unmet or poorly met market needs, our core competencies and services, and being alert to opportunities for new or existing services across the public and private sector as well as the extension of current contracts.

Essential attributes

You will need first class interpersonal skills, including a strong understanding of verbal and non-verbal communication, confidence, persuasiveness, articulacy, diplomacy and straight talking in equal measure. Excellent written and spoken English and strong presentation skills are therefore a must.

You'll be entrepreneurial and creative, and have a natural, warm and friendly manner that opens doors, quickly gains the respect and trust of a very wide range of partners and stakeholders and builds relationships. You'll be a combination of highly motivated self-starter and absolutely critical team player, looking to develop your long-term future with us.

Our ideal candidate must have sound negotiation skills and experience, an excellent eye for detail, with proven abilities to read and understand all bid and contractual documentation, in order to spot and resolve any potential issues.

You'll be highly computer literate with a sound knowledge of Word, Powerpoint and Excel. A clean driving licence and the ability to travel across our contracts base is essential.

Great public sector bid writing skills are essential, and you'll enjoy the process of bidding, securing and seeing the successful completion of a new contract. You'll be at an advantage if you offer expertise in:

- Our core competencies - from start-up to scale up, investment readiness and access to finance, supply chain development
- Core client groups - from disadvantaged individuals to ambitious SMEs looking to scale
- Government and European funding streams
- A wide range of sectors

If this sounds like you, please download and complete our application form, and send it to us as soon as possible, together with a CV if you wish. All applications should be emailed to jobs@ytko.com

The YTKO Group is proud to be an equal opportunity employer and welcomes applications from all candidates fulfilling the job requirements, regardless of race, age, gender, sexual orientation, religion or disability.