

Job title: Commissioning Project Manager	Responsible for: Support and delivery of commissioned programmes	Responsible to: Senior Commissioning Manager
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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 Project Manager is a new role joining our commissioning 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

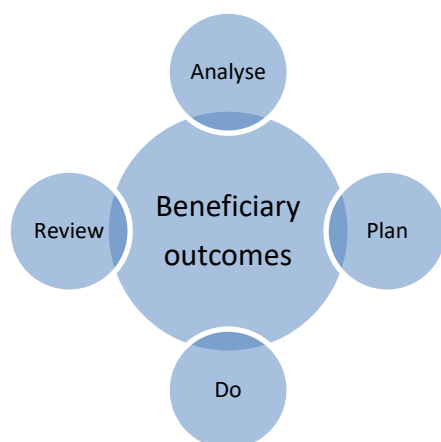
Working as part of the Grants Department you will provide commissioning and project support to the development of a programme of projects supporting the RNRMC's commissioning and partnership funding model.

The Commissioning Project Manager will support the Sr Commissioning Manager 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 performance of grants programmes to ensure quality, evidenced outputs, and value for money of projects.

Job Specification

Commissioning



“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.

The main responsibilities of the Commissioning Project Manager are to:

Analyse

- Support the analysis of need including updating of need reports
- 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 commissioning outcomes

Programme Management

- Work collaboratively to ensure commissioning plans for each programme are developed, monitored, reviewed, and updated.
- Support the identification and establishment of KPI's for grant programmes.
- Work with Sr Commissioning and Manager and Director of Relationships and Funding to implement plans for beneficiary engagement (co-production) as key part of the commissioning cycle where appropriate.

Administration

- Define and monitor project budgets for all programmes including contingency, stage payments and adhere to financial regulations
- Ensure good governance and risk management complies with RNRMC Policy and procedures.
- Other general 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.

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 skills and experience in working with a wide range of stakeholders 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"> • 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		
Comprehensive relevant commissioning knowledge and experience	✓	
Proven competence of funding, and partnership working	✓	
Evidence of planning and delivering programmes, projects and services on time.	✓	
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.	✓	
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.	✓	

