

Job title: Commissioning Project Manager	Responsible for: Support and delivery of commissioned programs	Responsible to: Head of Commissioned Grants
Location: Portsmouth, UK	Contract: Permanent	Hours of Work: 35 hours per week, Monday to Friday

About the Royal Navy & Royal Marines Charity

RNRMC is the Navy's principal charity which exists to support every sailor, marine and their families, for life. We do this by offering grants to and working with other organisations to deliver programmes that meet the needs of our beneficiaries. We work hard, engaging with supporters to help raise awareness and funds to deliver the outcomes required for today and tomorrow.

Role

The Commissioning Project Manager is a key role in our commissioning team within the RNRMC, the charity's strategy has a real focus on beneficiary need and impact.

The charity awards more than £8 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 with organisations across the world.

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 Commissioning Project 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.

Working as part of the Grants Department you will provide and develop commissioning and project support, in line with the RNRMC's commissioning and partnership funding model.

The Commissioning Project 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 performance of grants programmes to ensure quality, evidenced outputs, and value for money of projects.

The role is mainly office based. RNRMC has a hybrid working policy which offers 40% home-working opportunities.

Job Summary

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.

Responsibilities and Duties:

Commissioning

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

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



Including understanding need, developing service specifications, grant management, monitoring and review and analysis.

Analyse

- Support 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, 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

The main responsibilities of the Commissioning Project Manager are:

Programme Management

- Support the Head of Commissioned Grants and Director of Relationships and Funding to develop cohesive grant giving programmes, developing priorities of funding and a suitable mechanism for delivery in accordance with RNRMC grant making values.
- Work collaboratively with Grants Department to ensure commissioning plans for each programme are developed, monitored, reviewed, and updated.
- Work with Head of Commissioned Grants and Director of Relationships and Funding to implement plans for beneficiary engagement (co-production) as key part of commissioning cycle where appropriate.
- To be responsible for the line management of the Commissioning Grants Administrator.
- Ensure the principles of the funding and outcomes framework are upheld against identified need and published outcomes.
- On behalf of EXEC define and monitor project budgets for allocated programmes including contingency, stage payments and adhere to financial regulations and processes.
- Development and delivery of allocated programmes or projects to address identified gaps.
- Support the identification and establishment of KPI's for projects and programmes as required.
- Assist in providing information and guidance for the writing of external grant applications and bids to other funders, along with monitoring returns.
- Work with the Comms team to plan articles, and media coverage around programme work

Management

- Manage a portfolio of grant awards, projects and programmes on a day to day basis.
- Line management of other roles within the team, as required.
- Managing programme and project budgets
- Manage external funds and Grant awards, as required.

Grant Management

- Deliver grants through our Grant Management System (Blackbaud),
- Support the RNRMCs strategy to focus on beneficiary need and impact through the delivery of GMS and Utilisation of IT Tools
- On behalf of EXEC ensure good governance and risk management complies with RNRMC Policy and procedures.
- Prepare and score applications, presenting recommendations to Grants Panels and Trustees as required.
- Ensure that funding recommendations to Grants Panels and Trustees are in line with current grant making policies and commissioning plans.
- 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
- Make grant payments as required.
- Other general management and administrative tasks in support of the delivery of the Funding Model.

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 Head of Commissioned Grants and Director of Relationships and Funding 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
- Analyse and report monitoring trends to establish existing and emerging needs.
- Report to external funders

Person Specification

	Essential	Desirable
Education		
Minimum of 'A' level or equivalent standard education.	✓	
Educated to Degree level (or equivalent) or other relevant qualification.	✓	
Qualification in project management, or similar proven experience	✓	
Experience		
Comprehensive relevant commissioning knowledge and experience from the statutory or third sector	✓	
Successful Project Management Experience	✓	
Proven competence of working with budgets, funding, and reporting	✓	
Proven partnership and team working	✓	
Proven competence in line management	✓	
Evidence of planning and delivering programmes, projects, and services on time.	✓	
Ability to analyse and review complex commissioning information, facts, and applications.	✓	
Ability to manage complex projects of work with multiple stakeholders, which sometimes require the formulation and adjustment of plans or strategies.	✓	
Ability to produce written project briefs and reports with supporting analysis to support the corporate decision-making functions.	✓	
Experience in using CRM's and database applications.	✓	
Understanding and empathy for the Royal Navy, Royal Marines Charity and/or charity sector experience.	✓	
Experience in applying for funding and reporting on project delivery and outcomes		✓
Knowledge		
Computer literate: proficient in Office systems (Microsoft Outlook, Word, PowerPoint, Excel) and Cloud based communications.	✓	

Confident IT user who has experience of using fiscal management and data base systems	✓	
Knowledge of the Charity or military sector	✓	
Knowledge of current trends in, statutory or third sector commissioning		✓
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, able to negotiate and communicate across a range of organisational and cultural boundaries.	✓	
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.	✓	
Ability to think creatively and be flexible.	✓	
Proven organisational skills.	✓	
Proven report writing and presenting skills	✓	
Proven ability to be able to prioritise heavy and varied workload.	✓	
Proven ability to be accurate with good attention to detail.	✓	
Possess appropriate right to work in the UK. This role requires a DBS and basic security checks.	✓	