

Job Description

Resource and Planning Manager



Reporting To:	Director
Salary:	Circa £30K + (OTE)* <i>Grade 4</i>
Hours:	Full time
Annual Leave:	20 days, paid + 8 Bank holidays
Contract Term:	Permanent



The company:

Mapalim currently has two trading companies, one of which is a registered charity. Mapalim is a projects company – we are responsive to the market and aim to develop projects and ideas that are relevant to the current economic, political and social climate. Our approach is to gain funding and contract commissions to deliver projects that are in direct response to funds available. We are results focused and are ready to adapt our ways of working and company structures to respond to our new projects.

The Team:

The primary aim of the Resource and Planning Team is to secure financial resources for the companies. This is achieved by ascertaining funding for new projects, tendering for contracts and bidding for commissions.

It is the team's responsibility to constantly innovate; coming up with new ideas and project proposals in response to potential financial resource opportunities, as well as placing creative responses to tender and contracting opportunities.

The team also have responsibility for planning all new projects and securing the appropriate resources for them to run smoothly.

Currently there are two members; the manager and a funding and partnership co-ordinator. In addition freelance consultants and other members of the wider Mapalim staff contribute to bids, applications and plans.

The Role:

The manager has responsibility for leading the work of the team, inspiring the people in the team and ultimately achieving results.

The manager will have specific responsibility for tenders/bids, negotiating and agreeing contract arrangements for new projects and producing project plans. As well as ensuring that every application that is produced by the team is coherent and deliverable and in line with organisational ethos.

As part of the role, the manager will also gather market intelligence and gain feedback on all bids and applications submitted to inform future work. They will also be responsible for managing information and data blocks used by the company to produce bids, and where necessary develop policies and/or guidelines to be used in bids and applications.

The manager is responsible to the Business and Finance Director.

* The manager will attract a basic salary at grade 4 (between £20,000 and £27,000 per annum), however a performance related pay scheme is in operation. The post holder will attract 2% of all income that they generate; there is no upper limit to the bonus scheme, so high achievers will be high earners.

Key Functions of the Job Role



1. To identify appropriate tendering, funding and procurements opportunities
2. To manage and implement the process of completing funding and tender applications
3. To manage the efficiency and intelligence of the team
4. To prepare new commissions for delivery

Roles and Responsibilities



Identify appropriate funding, procurement and tendering opportunities

1. Research funding streams, tender opportunities and other contract opportunities relevant to the work of Mapalim or its future development
2. Develop, communicate and implement agreed approaches to identifying suitable contracts, funding and tender opportunities
3. Ensure that contract and tender announcement outlets are regularly checked in order to ascertain appropriate leads
4. Ensure that PQQs are submitted in a timely manner, where necessary

5. Support the development and implementation of long, medium and short term plans in relation to funding and tender applications
6. Co-ordinate the delivery of plans in relation to procuring additional funds for the companies
7. Identify possible partners and consortia for Mapalim to work with in developing joint bids and applications
8. Secure membership of appropriate partnerships and consortia for the purpose of joint working, and ensure appropriate working arrangements are agreed and in place
9. Support team members in developing partnerships for funding applications where appropriate, ensuring that appropriate working arrangements are in place

Manage and implement the process of completing funding and tender applications and securing finance

5. Ensure an action plan for the completion of applications is completed and tasks are allocated (and completed) in a timely manner
6. Undertake writing and research for tender or funding applications as appropriate
7. Ensure the quality and accuracy of tenders and funding applications prior to them being sent
8. Ensure the timely submission of tenders and applications
9. Respond to queries and requests for additional information from commissioners
10. Make arrangements and prepare for interviews for new projects and commissions; identifying whom from Mapalim should attend
11. Research and fully brief Mapalim representatives attending contract/commission interviews

Manage the efficiency and intelligence of the team

12. Organise and manage the storage and retrieval of data and information used by the company for the development of applications
13. Develop and maintain efficient systems and ways of working within the team in order to achieve the best results
14. Ensure feedback and de-briefs are gained on all applications, whether successful or not
15. Identify reasons for success and rejections in relation to applications and use this information to inform future work
16. Develop 'intelligence' in relation to funding applications and tenders (through ascertaining copies of successful bids, etc) and use this to inform future work

Prepare new commissions for delivery

17. Discuss and agree with commissioners any variations to original specifications
18. With the support of the SMT, secure Service level agreements for new contracts and commissions, including arrangements for service delivery, payment and monitoring
19. Create a project plan document for all new contracts/commissions using the agreed Mapalim project protocols and templates
20. Agree a budget for all projects with the director/s
21. If required support the director/s and/or project managers to secure resources required in order to deliver the project
22. Gain sign off for the project plan and budget from the SMT
23. Prepare and deliver a formal 'handover' briefing of projects to the project manager responsible

Additional responsibilities

24. To provide leadership, support and line management to the funding and procurement team; including line management responsibility for team members
25. To represent Mapalim and promote the companies' aims externally
26. Support other teams in the realm of business development where appropriate
27. To contribute to the wider work of the Mapalim team, as appropriate and when required

Person Specification



- Qualifications
- Experience
- Knowledge
- Skills
- Competencies

Qualifications

1	A University Degree	Essential
2	Prince2 Project Manager To have ideally completed the practitioner level Prince2 Diploma	Desirable

Experience

1	2 years experience of developing funding applications and/or tenders Ideally this would be within the Children's Services, Arts, community and Adult education sectors	Essential
2	1 year management experience Having been responsible for the line management and co-ordination of projects	Essential
3	2 years experience of working in a project delivery co-ordination role To have experience in project delivery role in one or more of the sector areas that Mapalim work in	Essential
4	Assessment To have undertaken NVQ assessments and understand the NVQ process	Desirable
5	Adult Training Ideally to have experience of planning and	Desirable

	delivering adult education learning programmes	
6	Experience of negotiating and managing contracts Including discussions with commissioners and contract managers	Desirable
7	Developing project plans Extensive experience of developing project plans, including budgeting	Essential

Knowledge

1	Project Management processes according to Prince2 To have an acute understanding of the Prince2 methodology and be able to apply this to project planning	Essential
2	Mircosoft Office Software Excellent working knowledge	Essential
4	Apple Mac Working in system X and using a range of Mac software	Desirable
5	Mircosoft Powerpoint Intermediate knowledge; including how to produce a presentation using the Mapalim template	Essential
6	Mircosoft Outlook / Entourage Good knowledge	Essential
9	Inclusion and Equality Working knowledge of the principles of inclusion and equality	Essential
10	Databases Ideally Filemaker Pro or Access	Desirable

Skills and Competencies

1	Ability to act assertively, and behave fairly and ethically Show resilience and determination to succeed in the face of pressure and difficulties assertively. Ability to identify concerns and	Essential
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	resolve complex dilemmas in a fair, open and reasoned manner.	
2	Communicating Effective Ability to share information, ideas and arguments with a variety of audiences, in a variety of media. Effective ICT skills	Essential
3	Ability to work with others, to contribute to the development of teams Ability to communicate clearly using a variety of techniques. Ability to encourage team effort, support cohesion and champion motivation.	Essential
4	Ability to focus on results and outcomes Demonstrate a proactive approach and take responsibility for getting things done.	Essential
5	Managing self Skills in managing themselves show adaptability to the changing world, taking advantage of new ways of doing things.	Essential
6	Actively searching for information Information search skills gather many different kinds of information by a variety of means.	Essential
7	Thinking and taking decisions Ability and skills to think and make decisions, analyse and make deductions from information in order to form judgements and take decisions.	Essential
8	Negotiation negotiate effectively with a range of different individuals and types of organisations	Essential
9	Deadlines Ability to meet deadlines effectively	Essential
10	Conflict resolution Deal effectively with conflict in a range of diverse situations, including staff, students and others	Essential
11	Training delivery Outstanding and exemplary training delivery skills	Essential
12	Customer Services Deal effectively with customers to promote and maintain positive working relations	Essential
13	Persuasive writing Ability to write winning tenders and funding applications	Essential