



National Star

Realising the aspirations
of people with disabilities

JOB DESCRIPTION

FUNDING AND CONTRACTS ADMINISTRATOR

Reports to: Contracts Manager

Directorate: Funding and Contracting

Line Manages: n/a

Liaises with: External Agencies - Commissioners, Social Care, Health and Education, Professionals, Funding Authorities
National Star Finance Team and other internal colleagues as required

Main purpose of the job role

- With colleagues, administer the processes that ensure signed contractual funding agreements are in place for all education, respite, residential and therapy services.
- Liaise with commissioners to obtain all invoicing details and fee contributions to ensure invoicing for all provision takes place within agreed internal timescales.
- Support the administration of processes carried out by the Funding and Contracting Team

Primary tasks:

- With colleagues, administer the process to ensure contracts are in place for all education, respite, residential and therapy services provided by National Star.
- Draft, check and administer contracts relating to current education, respite, residential and therapy services. Liaising with funders on changes/corrections required. Identifying and referring any areas of risk or concern to Contracts Manager.
- Liaise with funders to obtain invoicing details, financial contributions and contracts in a timely manner.
- To work closely with the Finance Department regarding invoicing information and contributions from funders in relation to contracted services.
- Maintain a contract register to include tracking of processing stages and exceptional terms and conditions.
- Ensure accurate record keeping for contract related correspondence.
- Obtain revised contracts following any in year revisions to fees/outcomes/course or other changes.
- Support funding team with administration of processes to maintain student placements and other services.

- Support internal and external process for audit and quality assurance monitoring.
- Provide supporting college documentation to meet pre contracting requirements
- To contribute to the Funding and Contracting team meetings, briefings and other training events as required.
- Carry out other duties as required by the Funding and Contracting team.
- Undertake mandatory training and development activities via CPD programme and competency-based assessments as part of the Support and Development process.
- To fulfil requirements of National Star appraisal and Support and Development systems, supporting effective practice.

SAFEGUARDING

The College takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of young adults and children and requires that all staff share this and act accordingly by applying organisational policy and procedure and attending annual safeguarding training.

Equality & Diversity

Through personal example and clear action, demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.

Health & Safety

Promote the college's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively within the department.

Location

Main place of work is Ullenwood site. In agreement with Line Manager, and subject to review if required, proportion of home working considered after initial probation period, and requirement to visit other locations of service delivery and to attend meetings, events, conferences or training.

Working Hours

Based on a core working week of Monday to Friday, full time equivalent 37 hours per week, with a requirement to adapt flexibly to workloads. This post is 25 hours per week (0.68), spread over 5 days, 52 weeks a year with annual holiday. Core office hours are between 9.00 and 5.00, with flexibility in working hours in agreement with line manager.

This job description sets out a summary of key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate to the role

NATIONAL STAR**PERSON SPECIFICATION****CONTRACT ADMINISTRATOR**

ATTRIBUTES	ESSENTIAL	DESIRABLE
Experience	<ul style="list-style-type: none">• Experience in following processes and procedures• Competent user of Microsoft Word, Excel, Teams and Outlook or equivalent software• Maintain accurate information for reporting or other purposes• Evidence of working to timescales and using system to track progress	<ul style="list-style-type: none">• Experience of a contracting or administration role in education, health or social care• Experience of working with/for people with disabilities
Qualifications and Training	<ul style="list-style-type: none">• GCSE Grade 4 or above English and Maths or equivalent	<ul style="list-style-type: none">• Relevant sector qualifications to demonstrate understanding of business services, for example in education or care
Abilities	<ul style="list-style-type: none">• Organisational and problem-solving skills which are applied to meet targets and deadlines• Attention to detail and accurate record keeping• Able to think creatively to put forward ideas and suggest improvements• Ability to work under pressure• Communicate effectively (written and oral) and good interpersonal skills	<ul style="list-style-type: none">• Knowledge/experience of sources of funding and funding routes for one or more of the following: Education, Health, Social Care, Trusts, Benefits, Project monies• Knowledge of Safeguarding good practice for vulnerable people• Knowledge of Data Protection Act in relation to holding and sharing information

	<ul style="list-style-type: none"> • Able to establish and maintain good working relationships 	
Personal Attributes	<ul style="list-style-type: none"> • Able to maintain confidentiality • Professional approach to work and colleagues • Confident and friendly telephone manner • Able to plan own workload and keep to agreed timescales • Self-motivated and enthusiastic • Commitment to equality and diversity • Team contributor • Flexible and adaptable, with a problem-solving approach • Punctual and reliable 	
Other	<ul style="list-style-type: none"> • Support the ethos of the organisation and be fit to work with adults at risk and children • Have respect and understanding of the needs of clients, their families and other stakeholders and work effectively with them • To be passionate about the role of the college in changing lives and supporting young people to develop skills for adulthood 	