

Interim Contracts and Programmes Lead

Location	Hybrid (ideally 1 day a week in London office – negotiable)
Hours	2 – 3 days per week, depending on availability
Term	Starting ASAP until 31 st January 2024
Pay	£250 day rate
Reports to	Head of Grants and impact

Overview

The London Community Foundation is looking for someone with senior grant management, relationship management, contract management and/or project management experience to join the team on a short term freelance basis.

The role is interim and will directly support the Head of Grants and Impact between now and the end of January 2024, when a new staff member will take on the permanent role.

Application process

Applicants should send their CV and cover letter outlining how they meet the person specification, availability (days per week, ability to work from London office one day a week, and any dates unavailable) to: Sarah Easby, Head of Grants and Impact: Sarah.Easby@londoncf.org.uk

Deadline	Applications will be reviewed as received
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Role Description and Person Specification

Role and responsibilities

- Plan for and oversee delivery of specific grant programmes in line with contract requirements, factoring in links with existing, relevant programmes
- Lead on designing and initiating invitations to tender for two new partners to support programme delivery
- Coordinate reporting across a portfolio of programmes to meet donor requirements and deadlines
- Lead on and develop strong working relationships with key partners
- Keep clear and accurate records of all decisions and work to support one-week handover at the end of January 2024 with the new, permanent team member
- Provide additional support to the Head of Grants and Impact, as required

Skills, Experience and Knowledge

- Senior experience in managing complex contracts and grant agreements, including setting up and tracking KPIs, deliverables, budgets, and invitations to tender
- Extensive project management experience
- Strong financial and budget management experience
- Excellent partnership and relationship management skills
- Senior experience developing and delivering grant programmes
- IT skills (Microsoft Office suite – intermediate skills)
- Solution-focussed with strong problem-solving capabilities
- Knowledge of London's civil society, communities and/or social issues