



Contracts Manager - Full time with the option of flexible working

Role Details

HCGA manages a number of commercial contracts on behalf of local companies and the local authorities. These fees based contracts assist local companies fulfilling their CSE commitments and also support our charitable projects.

The role will include, but not exclusively

- Managing the Earls Court Contract (equivalent to one day per week)
- Overseeing the maintenance the roof garden and reception planting at 245 Hammersmith
- Ongoing maintenance of street planting contracts
- Leading Corporate Volunteering sessions

Strategic Development

- To work alongside partner organisations and develop relationships
- In consultation with the Director to monitor and evaluate contracts
- To work as part of the HCGA team to ensure smooth and effective service delivery.

Remuneration

NJC scale PO1 point 29 including London Weighting £40,348 (Pay award pending)

Working Hours

The standard working week is 37.5 hours 9-5.30pm. There will be occasional weekend work for which TOIL can be taken

Service Users and Health & Safety

- Maintaining excellent **health and safety** standards. This includes, health and safety of all visitors to site, child/ vulnerable adult protection issues, emergencies, accidents / incidents, risk management, etc.

Administration

- To provide and ensure a **high standard of service administration**, including continuous review of service provision, effective time management and regular liaison with other colleagues.

- To adhere and implement **policies and procedures** of the charity
- To complete **monitoring** forms for sessions delivered
- To ensure effective **budget management**. Identifying resources needed, ensuring financial controls are observed. To be accountable and responsible for the expenditure of services and submit petty cash claims on a monthly basis.
- **Financial controls:** To ensure the safekeeping and responsible use of all equipment, resources and monies belonging to the Association.
- **Fundraising:** To assist HCGA with fundraising and grant application activities as required

To work individually and collectively to promote a constructive, fair and sensitive approach to working with others from a variety of cultures and backgrounds. All employees are expected to carry out their tasks within the terms and intentions of the Equal Opportunities, Core Values, policies and procedures and relevant legislation.

This job description is a guideline only and is subject to review. A degree of flexibility is required in this position and the post holder may need to undertake work not specifically referred to above, such work will be consistent with the post.

The post is subject to an enhanced DBS check

Person Specification

Essential Criteria

A successful candidate will

- hold a recognised horticultural qualification
- a current driving licence and a willingness to drive the Association's vehicle.
- have experience with horticultural contract project management
- have experience working in a community setting and with a diverse range of people. The candidate should have previously managed sessional activities, ideally with volunteers and be well organised to take sole charge for activities
- have the ability to create new opportunities and encourage organisational participation with people with a wide range of abilities. This will involve strategic planning and implementation of projects.
- have a sound understanding of sustainability and environmental issues, with an ability to implement these across the projects.
- have a commitment to the Association's Equal Opportunities Policy and Statement of Values and an understanding of how to implement these.
- excel in effective communication (written and verbal) with a wide range of people, including volunteers, colleagues and a variety of professionals and to work as part of a small team.
- have effective time management and the knowledge to plan and implement seasonal planting across the site.

- have the ability to manage a budget, implement and monitor policies and procedures
- possess good IT skills
- have a thorough knowledge of health and safety issues, how to manage risk, and a commitment to developing service and organisational standards in this area.

Desirable Criteria

The ideal candidate for the contracts manager will have had experience of community gardening working with people from low-income households and people who have long-term mental or physical health problems.

Applications for the position must be submitted on the attached form and will close at 5pm on 22nd November. Interviews will be scheduled for Tuesday December 3rd 2024.

Unfortunately we cannot accept any applications from overseas