

Mediation Hertfordshire are recruiting for a Contract Manager.

Please apply with your CV and Covering letter to help@mediationherts.org.uk

Deadline for applications is 12pm Monday 30th November.

Contract Manager Job Summary

Mediation Hertfordshire is a not for profit organisation that provides a mediation and conflict resolution service to Hertfordshire residents, supporting conflict resolution in the family, the workplace and in the community. We also provide a peer mediation training programme in schools and training on conflict resolution to organisations. We currently engage 49 professionally accredited volunteer mediators and have small staff team based in Hemel Hempstead. Our mission is to provide an accessible conflict resolution service free at the point of need, to our community by our community.

We have grown in recent years and require a Contract Manager to create and maintain strong relationships with organisations who fund us. This is a complex role working with in the region of 15 different contracts and the successful candidate would also need to occasionally deputise for our CEO.

We are looking for candidates who share our passion for mediation and conflict resolution.

Mediation Hertfordshire is an equal opportunities employer.

Contract Manager responsibilities

Contract renewals

Contract launches

Communication of contract related information to all stakeholders, internal and external

Monitoring of contracts

Evaluation of contracts, to include client contact.

Reporting upon contracts

Establish and maintain contractual relationships by serving as a single point of contact for contractual matters

Manage record keeping for all contract-related correspondence and documentation to include file closures

Arranging and delivering referrers awareness training for stakeholders

Able to deputise for CEO

Contract Manager skills

Essential

Minimum of five years progressive responsibility in contract administration and/or casework management

Negotiation and problem-solving skills

Robust skills in Microsoft Office software, including Word, Excel, PowerPoint

Experience of digital platforms (video calls, contract management, workflow)

Presentation skills.

Desirable

Experience of working in the voluntary sector

Experience of volunteering

Experience of mediation

Remuneration

18 hours a week spread equally over three days – Monday, Wednesday, and Thursday.

FTE Salary of £26,936

Dates

Interviews to take place in the w/c 7th December

Must be available to start on 4th January 2021
