



Twin Group
The Greenwich Centre,
12 Lambard Square
Greenwich,
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+ 44 (0) 20 8269 5660
info@twinuk.com
www.twinuk.com

Twin Group is an award winning provider of education, travel, work experience, accommodation and employment services. We offer a diverse number of life enhancing services to our clients and every member of our team is essential in achieving this.

Twin Employment and Training is one of the leading Welfare to Work Providers in the London area and also specialises in offering flexible training options to suit the needs of a wide range of learners.

We are currently looking for an experienced **Contract Manager** to oversee the successful set up and delivery of the Reducing Parental Conflict Programme in Dorchester, Dorset.

Your duties and responsibilities will include;

- Be the main point of contact for DWP Performance Manager and Supply Chain
- Establishing and maintaining relationships with local authorities
- Develop and maintaining relationships with the specialist intervention partners
- Develop and monitor the staff training matrix
- Chair Reducing Parental Conflict contract steering group meetings
- Facilitate and support the quality improvement cycle, including self-assessments,
- Managing the Direct Delivery and supply chain partners
- Responsible for creating performance profiles
- Reporting against and manage the performance of all contracts
- Overall responsibility for financial and quality audits

To be suitable for this opportunity; you must have

- Experience working with families
- Evidence of achieving financial and quality targets



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- Experience working on a payment by result contract
- Experience of managing supply chain partners
- Previous experience in building and managing stakeholder relationships
- Proactive, highly motivated with an enthusiasm to meet stakeholder requirements
 - Excellent communication skills
 - Ability to prepare/analyse budgets and control expenditure
 - Successfully meeting, and managing challenging deadlines
 - Presenting innovation/solutions
 - Confident and professional in appearance, conduct and approach

What we can offer you:

- £29,000 - £33,000 per annum depending on experience
- Excellent career prospects
- A benefits package including childcare vouchers, techsave schemes and WorkLife Solutions

For more information on this opportunity please email **Terri Swain**, tswain@twinuk.com at Twin group, or alternatively apply online attaching your CV

The successful candidate must be able eligible to work in the UK. We regret that unsuccessful candidates will not be contacted.

Twin Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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We are dedicated to ensuring that all job applicants and members of staff are treated equally, without discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

