

EMPLOYMENT VACANCY

CONTRACT DELIVERY MANAGER (ADULT SKILLS)

Location: Brighton
Salary: £30,000-£36,000 per year
Hours: Monday - Friday, 08.30 - 17.00

Tempus Training is a highly-regarded, Ofsted Grade-1, Training Provider, delivering online and classroom-based learning programmes across the UK through a range of Government funded Adult Skills contracts.

We are now recruiting for an experienced **Contract Delivery Manager** to join us during an exciting growth period to manage performance and delivery across our Adult Skills contracts and to ensure we have a successful Adult Education offer.

You will be expected to:

- Share our company's ethos, aims and objectives
- Monitor, drive and manage contract performance to achieve target contract outcomes
- Liaise with key external stakeholders, including government agencies, funding organisations and prime contract holders
- Lead and motivate team members to achieve company targets, aims and objectives
- Undertake periodic performance, profile & budget reporting and forecasting
- Maintain an up-to-date knowledge and understanding of Funding Rules and guidance.
- Contribute to learner and employer engagement marketing strategies and activities
- Contribute to the development of new programme offers
- Drive efficiency and support the development of innovative working practices to enhance the company's growth and reputation

Candidate specification:

You will have extensive Further Education and Adult Skills Sector management experience and a high-level of expertise in Adult Education Budget delivery. You will also have knowledge and experience of Quality and Audit in the sector.

We welcome site visits and informal discussions by telephone to find out more.

Call **Alistair Brindle** on: 01273 980 243
Or email: recruitment@tempustraining.co.uk

All posts are subject to an enhanced Disclosure and Barring Service check.

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the role. We are an equal opportunities employer.

Applicants must have a valid legal permit or right to work in the United Kingdom.