 

JOB ADVERT

Job title:Contracts Administrator

Job reference number: 10033

Closing date: 26th July 2021

Interview date: *TBC*

Landau is a supported employment and training charity that transform over 800 lives a year across the West Midlands by providing routes to employment, access to learning, social enterprise help and support for personal growth. We are an ever growing, diverse organisation providing quality, sustainable services.

We have an exciting new opportunity for a Contracts Administrator to support the Business Relationship team to manage the successful running of the contracts and ensure the quality is at a high standard and performance is managed and key relationships are built and maintained to get referrals coming through.

Key responsibilities will include:

-Work closely with the Business Relationship Officer and support where needed with the reporting and performance meetings

-Track key actions from partner meetings

-Take referrals from third parties via phone call and keep a track of referral emails

-Do screening for participants to sign them up to the contract

-Do the sign up paperwork, Input into the CRM System

-Tracking outcomes and starts into work

-Attend Networking events in the West Midlands as required

-Manage DWP/JCP relationship at local level

-Support the management of the contracts

-Work with the Engagement Advisors to track who we need to be targeting

-Be the first point of call for people wanting to speak to the relationship team

-Work with the Employer engagement team to track which employers we are working with

-Track the live jobs we have and what jobs are partners have live

Full time hours: 37 hrs per week

Salary: £19,000- £21,525

This is a fixed term post until December 2023

Location: Telford

*This post will be part funded by the European Social Fund (ESF*)

The posts will commence on the successful candidates earliest available date.

Please complete the job application and submit your CV via this link <https://form.jotform.com/211151369421346>