##### JOB DESCRIPTION

**JOB TITLE: Business Development and Contracts Assistant**

**RESPONSIBLE TO: Senior Development Manager**

**Care UK’s Values**

* Passionate
* Caring
* Teamwork

## Job Summary

To provide administration and support to the Business Development and Contracts Teams contributing to the successful delivery of a wide range of growth projects.

The candidate should exhibit initiative, enthusiasm and a strong willingness to learn and develop, individually and as part of the team.

### Key Responsibilities

**Contract Administration and tenders**

* Administration of self-pay and spot contract uplifts, communicate requests to funders and maintain accurate recording of agreed increase and share the information with key stakeholders, mail merging, data collation, producing letters, maintain trackers accurately.
* Assist in the administration of the tender process including research, bid writing including liaison with internal colleagues in the bid completion. See the process though from beginning to end and ensure all key stakeholders are kept informed of the progress.
* Assist in the administration of Contract Frameworks, reviewing documentation, obtaining key information and processing for authorised signature.
* Maintenance and updating of a tender tracker to log our bids.
* Liaison with all relevant personnel and teams within the business in order to ensure compliance with tender requirements.

**Estates Management**

* Estates support to homes/accurate recording of lease details and rent.
* Estate Management of Care UK properties including liaison with the homes, support teams and external organisations.

**Business Development**

* Use of Care UK’s market analysis tool (CACI) and the Carterwood Analytics tool to produce reports and analysis to support the site selection and project approval process.
* Administration of the new build/development pipeline of new sites and potential care homes.
* Support with the preparation of internal papers and reports necessary for approval purposes at Division and Group level.

**General Administration**

* Personal assistant support to the Director as required.
* General support to the Business Development and Property teams including diary management, travel and meeting arrangements, ad-hoc admin tasks, storing / filing New Build project reports/ Project paperwork and ordering of items through the helpdesk.

**Person Specification**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications | * GCSEs (or equivalent)

 including English and Maths  | * Evidence of training and personal development and a desire to learn.

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| Experience | * At least 3 years administrative experience
* Evidence of communication skills and team-working
* Evidence of high standard and accuracy of written skills in variety of formats (communications, reports, research, etc.)
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| **Technical Skills** | * Excellent attention to detail
* Basic Excel skills and/or evidenced aptitude/ability to learn effectively.
* Excellent communication skills both written and verbal
* Possesses good numerical skills
* Good systems knowledge and skills
* Excellent organisational skills and methodical approach.
* Advanced customer service skills
* Good time management and planning skills
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| **Personal Qualities** | * Keen to learn and improve own performance
* Committed to communicate with customers to understand their needs
* Will go the extra mile to help fulfil customers’ needs
* Has a ‘can-do’ attitude to work
* Ability to work unsupervised and maintain professional standards
* Personable, professional and approachable manner
* Will respect confidentiality
* Flexible and adaptable
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