

## Job Description

<b>JOB TITLE</b>	Director of Programmes and Grants
<b>TYPE OF CONTRACT</b>	Full time position
<b>SALARY</b>	Competitive and based on experience
<b>DEPARTMENT</b>	Laureus Sport for Good
<b>REPORTING TO</b>	Global Director, Laureus Sport for Good
<b>LOCATION</b>	460 Fulham Road, London SW6 1BZ
<b>PURPOSE</b>	<p>As a key member of Laureus Sport for Good’s senior leadership team, this role will provide leadership and influence in the sport for development community, aiming always to ensure Sport for Good makes progress towards its vision.</p> <p>More particularly, the post holder will be responsible for planning and implementing a portfolio of impactful programmes across Africa, Asia, Europe, Australasia, Latin America and the Caribbean using sport as a development tool for social change. They will have responsibility for leading a growing programmes team who are responsible for day-to-day programme management of an exciting and varied programme portfolio.</p> <p>The post holder will be responsible for developing new partnerships to grow the programme portfolio and work in collaboration with the development team to take advantage of funding opportunities.</p> <p>They will represent the charity in relevant international and national forums to ensure the continued high profile of the organisation.</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> <li>a) develop and oversee the implementation of programme policy and strategy including our place-based approach, recommend grant recipients accordingly and ensure grant compliance of projects funded by or through Sport for Good;</li> <li>b) oversee the organisational development support provided to Laureus-</li> </ul>

### LAUREUS SPORT FOR GOOD FOUNDATION

460 Fulham Road, London SW6 1BZ United Kingdom

Tel: +44 (0)20 7514 2762 Fax: +44 (0)20 7514 2837 [www.laureus.com/foundation](http://www.laureus.com/foundation) [www.laureusarchive.com](http://www.laureusarchive.com)

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	<p>funded grantees and other sport for development organisations within the sport for development community;</p> <p>c) provide oversight to the Monitoring, Evaluation and Learning (MEL) officer to identify and oversee the commissioning of research to strengthen the sport for development community and promote knowledge sharing initiatives in that community;</p> <p>d) provide strategic oversight of the MEL framework within Laureus Sport for Good and identify linkages to ensure this contributes towards improving MEL efforts in the sector and that its impact can be shared with mainstream aid and development organisations;</p> <p>e) liaise with the communications team to ensure appropriate communication about partners on media platforms; and the work of Laureus Sport for Good is communicated in a meaningful way;</p> <p>f) support fundraising efforts led by the development team;</p> <p>g) represent Laureus in the sport for development community in relevant forums; and</p> <p>h) keep up to date with developments in the fields of sport for development and the main stream aid and development sector to inform Laureus Sport for Good’s new initiatives and programmes.</p>
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<p><b>BACKGROUND</b></p>	<p><b><u>Founding Belief Statement</u></b></p> <p><i>“Sport has the power to change the world. It has the power to inspire, it has the power to unite people in a way that little else does. It speaks to youth in a language they understand. Sport can create hope where once there was only despair. It is more powerful than governments in breaking down racial barriers. It laughs in the face of all types of discrimination”</i></p> <p>Nelson Mandela 25 May 2000, Inaugural Laureus World Sports Awards, Monaco</p> <p><b><u>Vision</u></b></p> <p><i>“Using the power of sport to end violence, discrimination and disadvantage. Proving that sport can change the world”</i></p> <p><b><u>Mission</u></b></p> <ul style="list-style-type: none"> <li>• We support sport for development programmes which <b>enhance</b> the social and emotional development of children and young people in disadvantaged communities, <b>reduce</b> the impact of violence, conflict and discrimination in their lives, <b>inspire</b> healthy behaviour change and <b>increase</b> their educational achievements and employability skills.</li> <li>• We <b>strengthen</b> the sport for development sector through impact measurement, research and knowledge-sharing</li> </ul>
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	<ul style="list-style-type: none"> <li>We <b>highlight</b> serious social issues faced by children and young people and <b>unlock</b> greater resources for the sector through effective advocacy and communications</li> </ul> <p>The new post-holder will lead the Programmes and Grants Team and will ensure that the Laureus Sport for Good national offices are aligned from a programmes perspective.</p> <p>The post holder will be based in Laureus Sport for Good’s (Global) head office in London.</p>
<p><b>KEY TASKS/ RESPONSIBILITIES</b></p>	<p><b>Develop programme policy and oversee the implementation of programme strategy</b></p> <ul style="list-style-type: none"> <li>Input into Laureus Sport for Good policy and process</li> <li>Develop programme policy and strategy in line with Sport for Good’s vision and mission, informed by the wider development community</li> <li>Ensure that short and long term strategies are in place which can guide the organisation in achieving objectives</li> <li>Continuously review and strengthen programme approaches and management tools</li> <li>Develop beneficiary and development targets for Laureus Sport for Good programmes and oversee the progress towards the achievement of these targets</li> <li>Supporting Laureus Sport for Good national offices to align their programme strategy to Laureus Sport for Good’s global vision</li> </ul> <p><b>Grant management and capacity development</b></p> <ul style="list-style-type: none"> <li>To identify new innovative sport for development programmes broadening Laureus Sport for Good’s portfolio of programmes, in line with programme policy and strategy</li> <li>To ensure grant management compliance (e.g. budget and project delivery, reporting, monitoring and deadlines, funding transfers...etc.) for both Laureus Sport for Good and external funders</li> <li>Oversee and pre-authorise grant payments to ensure the timely release of payments to programme partners</li> </ul> <p><b>Learning, Research and Knowledge sharing</b></p> <ul style="list-style-type: none"> <li>Oversee the implementation of the MEL framework within Laureus Sport for Good, ensuring it demonstrates high impact and that lessons learned are widely shared and embedded in our future work</li> <li>Lead Sport for Good national offices to the adoption of a common database (Salesforce) which can be used for effective programme and knowledge management</li> </ul>

	<ul style="list-style-type: none"> <li>• Identify and commission research which will strengthen the sport for development sector</li> <li>• Establish and promote effective fora (including Communities of Practice, global and regional summits, project “twinning”, youth exchanges...etc.) in which to promote knowledge sharing and development of the wider sport for development community</li> <li>• Build a Laureus Sport for Good “community” of sport for development practitioners and organisations, including those which are and are not funded by Laureus</li> </ul> <p><b>Strategic leadership and management</b></p> <ul style="list-style-type: none"> <li>• Provide leadership to the programme management team, involving them effectively in the development of the organisation and the delivery of the Laureus Sport for Good vision and mission</li> <li>• Develop the capacity of the global team and the wider Laureus Sport for Good national foundation teams in relation to programme strategy, grant making, research and knowledge sharing; supporting them to streamline processes</li> <li>• Be a positive member of Sport for Good, working productively with colleagues while also representing Laureus well</li> <li>• Represent Laureus Sport for Good at conferences, seminars and steering groups</li> <li>• Ensure the wider team is informed of current best practice, new sector developments and initiatives.</li> </ul> <p><b>Fundraising, Communications and Partner Engagement</b></p> <ul style="list-style-type: none"> <li>• To support the Global Director and Development team with income generation approaches to companies, major donors and charitable trusts and attending funding meetings when required</li> <li>• Build multi-sector international partnerships that strengthen Laureus’ ability to deliver its vision and mission</li> <li>• Manage relations with key stakeholders as required including corporate partners, Board members, Academy members, and other key stakeholders</li> <li>• Support the communications team in developing regular and appropriate communication about grantees and the effectiveness of sport as a development tool across various media platforms</li> <li>• Work closely with grantees responsibly to source narratives of individual and community transformation to support development of donor relationships and communication about the power of sport to change the world</li> </ul>
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<p><b>KEY EXPERIENCE</b></p>	<p><b>Necessary:</b></p> <ul style="list-style-type: none"> <li>• At least 5 years strong track record in international development (ideally with specialist expertise in sport for development)</li> <li>• Experience of international grant-management and its associated challenges when carried out remotely</li> <li>• Proven track record developing high profile and high impact multi-sector partnerships</li> <li>• Sound and demonstrated knowledge of social impact monitoring and evaluation theory and practice</li> <li>• Ability to lead and facilitate strategic planning processes internationally</li> <li>• Experience of commissioning research and developing/supporting knowledge sharing frameworks</li> <li>• Proven experience of working closely and successfully with donors and funders from various sectors, including commercial and corporate sector donors</li> <li>• Sound management experience, having created and led high-functioning teams</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience overseeing delivery of conferences</li> <li>• Overseas field experience in developing country</li> <li>• Experience in the field of advocacy and communication</li> <li>• Strong contacts in the development-funding community</li> </ul>
<p><b>PERSONAL SKILLS AND ATTRIBUTES</b></p>	<p><b>Necessary:</b></p> <ul style="list-style-type: none"> <li>• Outstanding communication, leadership and management skills</li> <li>• Ability to liaise with people of all levels and all backgrounds, including commercial/corporate, charitable and international</li> <li>• Ability to coach, manage and mentor high performing cross functional teams, including staff and consultants</li> <li>• Strong strategic and analytic skills</li> <li>• Highly collaborative team player able to quickly create positive working relations with partners and staff at every level</li> <li>• Fast learner, able to absorb information quickly, and learn on the job</li> <li>• Committed and dynamic with a 'can do' attitude, and strong problem solving skills</li> <li>• Credible spokesperson with the gravitas to win trust and communicate effectively to high level stakeholders, international audiences and potential funders</li> <li>• Proactive and innovative problem solver, able to think outside the box, with a proven track record driving and scaling up new and successful initiatives within similar entities</li> </ul>

	<ul style="list-style-type: none"> <li>• Pragmatic results-oriented focus</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Multi-lingual</li> <li>• Post graduate qualification in development related subject</li> </ul>
<p><b>VALUES</b></p>	<p>This is a key Laureus Sport for Good team role and the person undertaking it must model and lead with the following Sport for Good values:</p> <p><b>Teamwork – <i>we will engage in relationships of mutual trust and support:</i></b> by recognising and valuing the importance of each team member within Sport for Good, the wider Laureus family, our programme partners, our global partners and our wider stakeholder group</p> <p><b>Responsible stewardship – <i>we will take good care of the trust placed in us:</i></b> relating to our brand and reputation; the financial resources entrusted to us; the talents of our staff; and the trust placed in us by beneficiaries and other stakeholders</p> <p><b>Innovative leadership – <i>we will be innovative leaders:</i></b> unafraid to pioneer new ways of addressing social challenges, with new partners, in new territories; leading in our monitoring, evaluation and research and in building like-minded coalition; and raising our voices and influence to grow the use of sport for development and societal transformation</p> <p><b>Beneficiary focussed – <i>we will put the interests of beneficiaries first:</i></b> in our everyday work, the programmes we fund, our research, our advocacy and our communications and marketing</p> <p><b>Excellence – <i>we will be excellent in everything we do:</i></b> in the standards to which we perform all our activities and in all our outputs, in our stewardship of funds invested through us for social change, in our engagement with programme participants, in our development of staff and partners and in every other aspect of Laureus Sport for Good</p>