

### Job Description

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| <b>JOB TITLE</b>        | Senior Programmes and Grants Manager  |
| <b>TYPE OF CONTRACT</b> | Full time position  |
| <b>SALARY</b>           | Based on experience   |
| <b>DEPARTMENT</b>       | Laureus Sport for Good  |
| <b>REPORTING TO</b>     | Head of Programmes and Grants   |
| <b>LOCATION</b>         | 460 Fulham Road, London SW6 1BZ   |
| <b>PURPOSE</b>          | The purpose of the post is (a) to ensure grant compliance of Laureus projects funded by Sport for Good and by external (institutional, trusts and foundations) donors, including reporting requirements, (b) to support the organisational development of Laureus-funded grantees, (c) to liaise with the fundraising team to support institutional fundraising for grantees, (d) to contribute to Sport for Good's strategy and development, including research and (e) to liaise with the communications team in supporting appropriate communication about grantees on media platforms   |
| <b>BACKGROUND</b>       | <p><b><u>Founding Belief Statement</u></b><br/> <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><br/> Nelson Mandela<br/> 25 May 2000, Inaugural Laureus World Sports Awards, Monaco</p> <p><b><u>Vision</u></b><br/> <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> social and emotional development and healthy behaviour of children and young people in disadvantaged communities, <b>reduce</b> the impact of</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)

A global initiative of **RICHEMONT** and **DAIMLER**

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|   | <p>violence, conflict and discrimination in their lives and <b>increase</b> their educational achievements and employability skills</p> <ul style="list-style-type: none"> <li>• We <b>strengthen</b> the sport for development sector through impact measurement, research and knowledge-sharing</li> <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 work in the Programmes Team, based in Laureus Sport for Good's (Global) head office in London. A small team of Programmes staff work closely with the Development Team, project partners (Laureus Global directly funds around 40 grantees) and Sport for Good national offices in Argentina, South Africa, United States, Spain, Germany, Switzerland, Netherlands and Italy – responsible for funding around 70 grantees) to provide support (grant-management, funder+, capacity building) to further Sport for Good's strategy.</p>   |
| <p><b>KEY TASKS/<br/>RESPONSIBILITIES</b></p> | <ul style="list-style-type: none"> <li>• To carry out detailed assessments of applications and manage a caseload of grants. This includes assessing competencies of organisations against Sport for Good's quality standards criteria and developing organisational plans with grantees</li> <li>• To support the development of grantees through capacity building, sourcing appropriate funding streams and providing networking opportunities</li> <li>• To develop programme methodologies</li> <li>• To develop (and support the development of) tailored funding applications for submission to institutional funders and trusts and foundations</li> <li>• To ensure grant-management requirements (e.g. budget and project delivery, reporting, monitoring and deadlines, funding transfers etc) for Sport for Good and external funding are met successfully</li> <li>• To 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 etc</li> <li>• To provide good customer care to grantees, maintaining regular but appropriate contact and safeguarding their interests</li> <li>• To undertake monitoring trips, conducting site assessments to international and UK based projects</li> <li>• To source new, innovative projects in line with Sport for Good's funding criteria</li> <li>• To assist in raising the standards of child protection within Sport for Good's portfolio</li> </ul> |

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|                                | <ul style="list-style-type: none"> <li>• To assist in raising the standards of gender equality mainstreaming within Sport for Good's portfolio</li> <li>• To update the database and to analyse data from reports and write up recommendations for senior executives and/or board consideration</li> <li>• To supervise and coach other grants/programmes team members in carrying out all of the above activities</li> <li>• To line-manage junior staff members</li> <li>• To keep under review all programme policies and programme tools with a view to continuous improvement</li> </ul>  |
| <b>FURTHER TASKS</b>           | <ul style="list-style-type: none"> <li>• Assist on providing capacity building support to Laureus' National Foundations</li> <li>• Assist on project visits, PR activities and other events as required</li> <li>• Assist on developing research themes</li> </ul>   |
| <b>RESPONSIBLE STEWARDSHIP</b> | <ul style="list-style-type: none"> <li>• To represent Laureus Sport for Good at conferences, seminars and steering groups</li> <li>• To be a positive member of Sport for Good, working productively with colleagues while also representing Laureus well</li> <li>• To undertake any other duties in support of Sport for Good's business as may reasonably be required</li> </ul>  |
| <b>KEY SKILLS</b>              | <ul style="list-style-type: none"> <li>• A graduate (or equivalent) with experience of working in international development, preferably in a developing country or community based organisation</li> <li>• Minimum of 5 years' experience from working in a charity or foundation with focus on international development</li> <li>• Experience of submitting successful funding proposals to institutional donors and trusts and foundations</li> <li>• Strong track record of successful management of all reporting requirements associated with grants received from third parties</li> <li>• Good project management skills, with experience delivering or grant-managing projects internationally; able to work on multiple tasks and to prioritise these to meet deadlines</li> <li>• Considerable experience of working across a number of continents</li> <li>• Sound knowledge of the sport for development sector</li> <li>• Excellent attention to detail and ability to work on own initiative</li> <li>• Well developed budgeting and financial management experience, able to understand the link between finance and operations</li> <li>• Significant experience in conducting due diligence into potential new grantees</li> <li>• Ability to work cross-organisationally with multiple stakeholders in the</li> </ul> |

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|                      | <p>realisation of shared goals</p> <ul style="list-style-type: none"> <li>• Confident communicator and convenor, particularly in written reports, external communications, presentations and with people whose first language is not English</li> <li>• Strong interpersonal skills to build and maintain relationships to achieve objectives with international partners</li> <li>• Written and oral fluency in at least one non-English language is preferred</li> <li>• Well-honed coaching and management skills, both in relation to development of internal staff and organisational development of grantees</li> </ul>  |
| <p><b>VALUES</b></p> | <p>This is a key Sport for Good team role and the person undertaking it must model 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> |