

Sport 4 Life UK Job Description

Job Description	
Notes	<ol style="list-style-type: none"> 1. This job description is non exhaustive 2. Job descriptions are 'living' documents
Job Title	National Partnerships Manager
Job Summary	The National Partnerships Manager is responsible for managing existing impact partners, recruiting new partners, and overseeing the organisation's capacity building support service, to enhance impact.
Accountability Areas	<ol style="list-style-type: none"> 1. Partnership recruitment 2. Partnership management 3. Income generation
Duties & Responsibilities	1. Partnership recruitment
	<ol style="list-style-type: none"> 1. Identify and research potential new partners to join Sport 4 Life UK's network 2. Recruit and onboard new partners to join Sport 4 Life UK's network
	2. Partnership management
	<ol style="list-style-type: none"> 1. Effective stewardship of current partners 2. General support to cultivate, develop and improve partners 3. Manage Sport 4 Life UK's delivery and capacity building support services to partners 4. Monitor performance and compliance across the partnership model, ensuring all data collection and reporting is on time and to a high standard 5. Support strategic, corporate and funding partners to support national growth 6. Develop partnership model, taking a data-led and evidence-led approach to key learning and insights
	3. Income generation
	<ol style="list-style-type: none"> 1. Work closely with the Bid Manager in a support capacity, to secure funding for Sport 4 Life UK's partnership model 2. Scope the contracts landscape to identify potential consortium-based tenders 3. Ensure a strong and appropriate pipeline of funding opportunities 4. Provide brilliant stewardship to all existing funders (of partnership model) and where possible influencing towards deeper involvement 5. Complete funder and contract reporting requirements to ensure any obligations are met on time and to high standard
General Duties	<ol style="list-style-type: none"> 1. Uphold and reflect S4L's values 2. Analyse and reflect on personal performance

	<p>3. Work collaboratively with all stakeholders, colleagues and partners in the development of strategies</p> <p>4. Complete basic administrative duties</p> <p>5. Work with, support and assist the wider team with any other duties, as required</p> <p>6. Follow and promote the health, safety and welfare of yourself and others at work in line with S4L</p> <p>7. Promote equal opportunities at all times in line with S4L's Equal Opportunities and Equality and Diversity policies</p>
Additional	1. When visiting front-line sessions (both S4L's and partners'), actively encourage beneficiaries to engage with, and post, content on S4L's digital social channels
Scope of Authority	<p>1. Accountable to the Senior Business Development Manager</p> <p>2. Management of partnerships</p>
Other Info Required	Travel: Regional and national travel required (including overnight stays where applicable)

Person Specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Evidence of CPD in partnerships/sales/management 	<ul style="list-style-type: none"> A relevant/transferable qualification – e.g. management, project management, or degree
Experience, Knowledge and skills in...	<ul style="list-style-type: none"> Strong experience of successful partnership management Strong strategic thinking and planning skills Ability to create and deliver training and workshops Strong understanding of the industries and market in which the organisation and its partnership services will operate 	<ul style="list-style-type: none"> Income generation within charity sector Strong understanding of the sport for development, youth, employability and charity sectors Experience of research/ insights
Other	<ul style="list-style-type: none"> An infectious passion, enthusiasm & charisma Excellent organisation skills A fully enhanced DBS disclosure Ability and confidence to work alone Ability to complete administrative tasks, and use computers (e.g. email, word processing) Ability to travel regionally and nationally as required 	<ul style="list-style-type: none"> High levels of self-motivation, energy and determination A polite, professional manner Evidence of commitment in S4L's vision An interest in and passion for sport