

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	Partnerships Funding Officer
Job Summary	The Partnerships Funding Officer will support Sport 4 Life UK and its Impact Partners to secure grant funding by writing high-quality applications, identifying new opportunities, and coordinating partnership and consortium bids. The role will build strong relationships with partners and funders, provide bid-writing support, and ensure effective stewardship and reporting. This is a key income generation role, working closely with the Bid Manager and National Partnerships Manager to sustain and grow our impact.
Accountability Areas	<ol style="list-style-type: none"> 1. Income generation 2. Develop partner relationships 3. Funder stewardship
Duties & Responsibilities	1. Income generation <ul style="list-style-type: none"> • Prepare high-quality written grant applications for both Sport 4 Life UK and its Impact Partners. • Identify and pursue suitable funding opportunities on behalf of Impact Partners. • Lead the coordination and project management of partnership and consortium bids. • Maintain a strong pipeline of prospective funding opportunities. • Develop compelling cases for support, clearly articulating funding needs and alignment with funder priorities. • Write and edit a range of fundraising materials, ensuring accuracy and alignment with funder requirements. • Tailor content to suit different audiences and opportunities. • Contribute to and enhance Sport 4 Life UK's library of bid and tender content. • Support the Bid Manager with written content for funding bids as needed.
	2. Develop partner relationships <ul style="list-style-type: none"> • Build and maintain strong, positive relationships with Sport 4 Life UK's Impact Partners. • Collaborate with partners to gather key information needed for high-quality funding applications. • Facilitate joint working between partners on collaborative partnership and consortium bids. • Develop a deep understanding of each partner's work and the value they bring to young people. • Clearly communicate partners' strengths and track records in written applications.

	<ul style="list-style-type: none"> Support partners with advice and techniques to enhance the quality of their grant applications.
	3. Funder stewardship
	<ul style="list-style-type: none"> Provide excellent stewardship to existing funders, encouraging continued and increased engagement. Ensure accurate, timely data input and reporting across all relevant systems and databases. Maintain an up-to-date and auditable record of funding activity via the internal Funding Log. Complete funder and contract reporting requirements to a high standard and on schedule. Identify and engage new funders, introducing the work of Sport 4 Life UK and its Impact Partners. Monitor and manage tender portals, submitting Expressions of Interest, Invitations to Tender, and Selection Questionnaires for consortium opportunities
General Duties	<ol style="list-style-type: none"> Uphold and reflect S4L's values Analyse and reflect on personal performance Work collaboratively with all stakeholders, colleagues and partners in the development of strategies Lead on your specific area of work's tactical strategies Complete basic administrative duties Work with, support and assist the wider leadership team with any other duties, as required Follow and promote the health, safety and welfare of yourself and others at work in line with S4L Promote equal opportunities at all times in line with S4L's Equal Opportunities and Equality and Diversity policies
Additional	1. When visiting front-line sessions, actively encourage beneficiaries to engage with, and post, content on S4L's digital social channels
Scope of Authority	1. Accountable to the Bid Manager

Person Specification

Essential

- Experience of bid writing, grant writing and/or content writing in a professional context
- Educated to degree level or equivalent, or equivalent relevant experience
- Strong writing and editing skills with the ability to craft persuasive and compelling proposals and reports
- Meticulous attention to detail to review and analyse bid documents ahead of submission
- Excellent time-management and organisational skills to ensure completion of bidding activities against competing deadlines
- Ability to effectively communicate verbally and in writing with external funders and stakeholders
- Ability to be a strong team player and work effectively with all Impact Partners and teams across the organisation and build positive relationships
- Ability and confidence to work alone
- Excellent organisation skills
- Ability to complete administrative tasks, and use computers (e.g. email, word processing)
- A polite, professional appearance & manner
- High levels of self-motivation, energy and determination
- Evidence of commitment S4L's vision

Desirable

- Experience of securing large funding awards via written applications
- Experience of bid writing and/or grant writing in the charitable sector
- Experience of managing a robust bid library/database