



TRUSTS, FOUNDATIONS AND GRANTS MANAGER

WHO ARE WE?

Football Beyond Borders is an education charity which uses the power of football to inspire young people from disadvantaged communities to achieve their goals and make their voices heard through our behaviour for learning programme.

We use football as an engagement tool to tackle low educational attainment, poor behaviour and lack of positive aspirations for the future. We work across a range of schools in both a mainstream setting and in specialist provisions, with a particular focus on Key Stage 3.

WHY JOIN US?

We think this is the best place in the world to work. You'll be working with young people and with staff and volunteers who are deeply passionate about everything that we do. You are joining a rapidly growing organisation, working with 600 young people at more than 45 schools.

You are also joining our mission to use the power of football to create an inclusive society. We are fighting for a world in which all young people have the opportunity to become the best possible version of themselves.

TRUSTS, FOUNDATIONS AND GRANTS MANAGER: ROLE DESCRIPTION

Reports to: Head of Brand Partnerships

Start date: July 2019

Location: Brixton, South London (although can be flexible)

Hours: Full or Part-time

Salary: Competitive

Benefits: Up to 3% matched employer contributors' pension

Deadline: Midday on Friday 3rd May

First round interview: W/c 6th May



ROLE OVERVIEW:

We are looking to recruit a Trusts, Foundations and Grants Manager to lead and manage the growth and development of Football Beyond Borders established Trust portfolio and to build new grant income streams in order to meet annual income generation targets. You should be a proficient writer who can work towards multiple deadlines.

We have a strong track record in this area and are now looking to build on this with the chosen candidate achieving their own income targets. They should have the relevant skills to deliver an annual team income target of £550k of revenue funding.

If you are a talented Trusts, Foundations and Grants professional and want to lead a growing team in an organisation with a real social purpose then we would like to hear from you.

KEY DELIVERABLES:

- Preparing written applications, project plans and proposals to major grant makers and other funders to support Football Beyond Borders core and project work.
- Researching, managing and developing a healthy trust and grants funding pipeline, cultivating and stewarding funding relationships to ensure that 2019-2020 income generation targets are met and a 3 year growth strategy is planned and delivered.
- To keep up to date, accurate funder records using a database, in order to manage funder relationships, plan timely impact reporting, ensure tasks are completed efficiently and provide effective pipeline planning.
- Building strong relationships with trust and grant funders.
- Building strong and meaningful relationships with colleagues particularly the delivery team to support the grants management process.



RECRUITMENT PROCESS

SAFEGUARDING STATEMENT

FBB is committed to adopting a safe recruitment process and follows the NSPCC safer recruitment procedures that have safeguarding at their heart and aim to discourage unsuitable applicants.

The successful applicant will be expected to comply with all of FBB policies, in particular:

- Equality and Diversity
- Health and Safety
- Safeguarding

DISCLOSURE

The appointment is subject to an enhanced DBS check.

SHORTLISTING, INTERVIEWS & REFERENCE CHECKING

Only those applicants who meet the right criteria will be taken through to interview stage.

Shortlisted candidates will be interviewed. References from the previous and current employer will be taken up for shortlisted candidates. Please let us know about the sensitivity of taking up references prior to interview.

TO APPLY

Deadline for the receipt of written applications is midday on Friday 3rd May

Please send a full CV and covering letter in support of your application to Viktorija Pociute: vpociute@footballbeyondborders.org

Please ensure your CV includes:

- Personal details including current address, contact details & N.I number.
- Education and Training history including details of all qualifications.
- Details of 2 referees, including your current employer.
- A description of your employment history, including reasons for leaving a post and explanations for any employment gaps.