



Bids & Grants Manager

JOB DESCRIPTION			
Job Title:	Bids & Grants Manager	Contractual status:	Permanent, Part-time.
Hours of work:	Minimum of 15 hours per week but we are open to additional hours. (37.5 hours per week FTE) <i>Open to discussing contract as a consultant.</i>	Salary range:	£35,000-£38,000 FTE (Pro-rata)
Location:	Hybrid Sale Sharks Performance Centre, Carrington, Trafford. M31 4AB	Reporting to:	CEO
Key Relationships:	<i>External;</i> Trusts, foundations, statutory funders, local authorities, corporate partners, beneficiaries. <i>Internal;</i> CEO, SLT, Programme Managers, Trustees, Sale Sharks Club.	Reports in:	None
Closing Date:	3 rd August 2025	Interview Date:	12 th August 2025

About Sale Sharks Foundation

Sale Sharks Foundation is the charity partner of Sale Sharks Rugby Club. Our Vision is to use the power of our sport to change lives throughout the North-West.

We work with over 15,000 people annually in three key areas: Community Inclusion, Education and Rugby Development. You can see the impact we had by checking out our 2023/ 2024 [Sharks Watch Impact Report](#).

Our highly skilled, dynamic, and passionate team currently delivers over 50 community projects that change the lives of a huge spectrum of people across the North-West: from children and young people right through to senior citizens. We believe in the immense power of our sport to positively transform people's lives. We believe the North-West is a home to extraordinary people like you.

This is your chance to be part of our story!

JOB SUMMARY:

The **Bids & Grants Manager** is a **NEW pivotal role** within our charity responsible for identifying, developing, and managing funding opportunities that align with our strategic goals. You will lead the end-to-end process of bid writing, grant applications, and reporting, ensuring high-quality submissions and strong funder relationships, ensuring the views of, and impact on, our participants is at the heart of our work. This role is essential to sustaining and growing our impact across the region.

Developing, updating and utilising our in-house Grant Management system (GMS) you will be responsible for ensuring we have a healthy pipeline of opportunities to sustain the work of our soon to be announced ambitious strategy new strategy to support our populations across the North west as we tackle inequalities, showing up for women & girls, disabled people, those facing poverty and at-risk young people, drive strong connections actions as clubhouse for the community and support those who need it most to Eat Well, Be Well and Age Well.

ROLES AND RESPONSIBILITIES

Bid Writing & Fundraising

- Lead the development of high-quality, persuasive funding applications putting beneficiaries at the heart of our design, ensuring alignment with funder priorities and organisational impact.
- Coordinate with departmental teams to gather accurate data, budgets, and evidence of need and impact.
- Ensure all applications are submitted in a timely manner and in accordance with funder guidelines and internal approval processes.
- Ensure all programmes across the foundation have a clear case for support.

Strategy & Planning

- Working from our newly developed Fundraising strategy, develop and implement our operational fundraising plan focusing on securing income from trusts, foundations, statutory sources and support with larger corporate donors
- Maintain a dynamic funding pipeline aligned with Foundation priorities and programme needs.
- Set and monitor income targets in collaboration with the CEO and Senior Leadership Team (SLT), ensuring alignment with the charity's strategic goals.
- Work with colleagues across the organisation, specifically the Marketing & Communications Manager, to ensure collaboration towards shared outcomes of the Operational Fundraising Action plan.

Fund Management & Compliance

- Manage all grant agreements, ensuring compliance with funder terms and conditions, including delivery, reporting, and financial accountability.
- Ensure all fundraising activity complies with the Fundraising Regulator's Code of Fundraising Practice (2025), including:
 - Transparent and ethical communication with funders.
 - Documenting fundraising decisions and maintaining clear audit trails.
 - Conducting due diligence on funders and partners.
 - Monitoring and evaluating fundraising activities for effectiveness and compliance.
- Maintain accurate and up-to-date records of all funding activity using the charity's GMS system.

Monitoring, Evaluation & Reporting

- Lead on the preparation and submission of timely, accurate, and impactful funder reports.
- Work with programme teams to gather qualitative and quantitative data, case studies, and testimonials.
- Use insights from monitoring and evaluation to inform future applications and demonstrate impact to funders and stakeholders.

Relationship Management & Stewardship

- Build and maintain strong relationships with funders, including proactive communication, updates, and invitations to events.
- Develop and implement stewardship plans to retain and grow funder support.
- Represent the charity at funder meetings, briefings, and networking events.

Collaboration & Organisational Support

- Work closely with internal teams to understand programme delivery and funding needs.
- Work closely with programme teams to understand the needs and views of the beneficiaries.
- Support the development of organisational budgets and funding forecasts.
- Contribute to cross-team initiatives, including fundraising campaigns and strategic planning.

General

- Represent the charity at events, community activities, and stakeholder meetings as required.
- Support with other duties as required by the CEO.

It is expected that the role may, on occasions, include working evenings and weekends including match days. This will always be agreed in advance with time off in lieu offered.

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the post-holder will perform.

It is key to this role that candidates:

- Always demonstrate the Sale Sharks Foundation values.
- Promote Sale Sharks Foundation's brand and ethos in a professional and positive manner.
- Be committed to applying and promoting equality, diversity and inclusion as Sale Sharks Foundation and comply with all Charity policies and procedures.
- Act in line with the Foundations code of conduct always showing professionalism in all environments we work across, acting as role models for our community.

Staff Benefits:

- ✓ 25 days annual leave pro-rata (3 to be taken between Christmas and New Year), with additional leave after 3 and 5 years of service.
- ✓ £240 per year (Pro-rata, claimed monthly) wellbeing benefit.
- ✓ 3% Pension contribution.
- ✓ 2 free tickets per game (Men's & Women's).
- ✓ Kit provided
- ✓ 20% discount on the staff shop.
- ✓ Access to Sale Sharks High Performance Gym after 4pm.
- ✓ Opportunity to buy into Sale Shark performance meal prep on site.
- ✓ Flexible working (where possible around delivery needs).
- ✓ Dogs allowed in the office/outdoor kennels (behaviour permitting).
- ✓ Free tea & coffee in the office.
- ✓ Free onsite parking.
- ✓ Health insurance through Vitality, including access to the Headspace app, discounted gym memberships, free weekly coffee and film rental, health checks, employee assistance, and discounts on health and wellbeing products (upon successful completion of probation period).
- ✓ Annual reward and recognition awards.
- ✓ Access to e-learning platform.
- ✓ Bi-annual all staff training days & Foundation socials.
- ✓ Other CPD opportunities throughout the year.

PERSON SPECIFICATION

<p>Knowledge, Skills & Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Passion for improving opportunities for underrepresented and underserved communities, and an understanding of how storytelling and impact reporting can support this. • A minimum of three years' experience in a similar role, with a proven track record of achieving financial targets through successful bids and grant applications. • Strong understanding of the UK grant-giving environment and statutory funding sources, including local authorities, government departments, public sector and philanthropic bodies. • Excellent persuasive writing skills, with demonstrable experience of producing compelling fundraising proposals, budgets, project concepts, and funder reports. • Ability to develop and interpret project budgets, and to work with colleagues to ensure accurate financial reporting to funders. • Experience using monitoring and evaluation data to inform learning, improve programmes, and strengthen future funding bids. • Excellent networking, collaboration, and relationship-building skills, with the ability to quickly build rapport, inspire, and influence stakeholders at all levels. • Experience in managing and leading multiple projects simultaneously, with the ability to prioritise effectively under pressure. • Strong record-keeping skills, with experience of using Customer Relationship Management (CRM) and/or Grant Management Systems (GMS) to maintain accurate records and support reporting. • Familiarity with data protection legislation and ethical fundraising practices, in line with the Fundraising Regulator's Code of Fundraising Practice. • Commitment to equity, diversity and inclusion, and understanding of how to reflect this in funding applications and programme design. • High level of attention to detail, with strong time management and organisational skills. • Ability to work independently and collaboratively as part of a team. <p>Desirable</p> <ul style="list-style-type: none"> • Experience working in the community sports sector or with sport-for-development programmes. • Understanding of the rugby union landscape and the role that sport can play in community engagement. • Awareness of safeguarding principles and how they apply in a fundraising or grant-funded programme context. • Experience supporting or contributing to broader income generation strategies, including corporate or community fundraising.
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Creative and strategic thinker with a passion for storytelling. • Passionate about community and making a difference. • Ability to inspire and articulate the impact of the Foundation's work • Friendly, positive 'can do' attitude. • Strong interpersonal skills with the ability to work independently and as part of a team. • Ambitious and driven with a willingness to learn. • Commitment to the aims, vision, and values of Sale Sharks Foundation. • Good analytical skills, problem-solving, and decision-making capabilities. • Flexible approach to work and working hours, to meet the demands of the role. • Full driver's license and use of a vehicle.

TO APPLY

To apply, please upload your **CV**, covering letter to the online portal via [online recruitment portal](#)
Please completed Equity, Diversity & Inclusion digital Form via [Digital EDI form](#)

If you are experiencing any problems with applying online, or would like to get in touch to speak to someone about the role, please contact foundation.hr@salesharks.com.

Please do not hesitate to contact Abi Dean, CEO, via abi.dean@salesharks.com or 07355 092113 if you would like to discuss the role in more detail.

Sale Sharks Foundation is an equal opportunities employer and encourages applications from all sections of the community. The successful candidate will undergo an enhanced DBS check to work with children and adults at risk and employment will only be offered the role if a clear check and suitable references are received back.

Unfortunately, we are unable to offer feedback on individual applications.

Please note only candidates selected for interview will be notified. If you've not heard from us within 3 weeks unfortunately you have been unsuccessful this time.