

JOB DESCRIPTION



LORD'S TAVERNERS
Empowering young people through cricket

Role Title:	Partnerships Officer
Department:	Fundraising and Communications
Reports to:	Senior Trusts and Foundations Manager
Cendex Level:	2
Salary:	£30,000
Contract:	35 hours a week, Full Time, Fixed Term Contract (Oct 2026 – March 2029)
Location:	HQ (London, Victoria with hybrid working)

JOB PURPOSE:

To deliver exceptional stewardship and prospect development across our funded partnerships portfolio; including with Trusts, Foundations and Corporate Partners.

Provide fundraising, reporting and administrative support and have a varied, hands-on role within a busy fundraising team. This will include project managing the schedule of reporting and communications across our growing portfolio of partners; working collaboratively with other teams; and leveraging technology to streamline processes and systems. You will support the income pipeline development process; from prospect research, to developing partnership decks, to drafting partnership contracts.

This role will also have a specific remit to identify and support partners to reduce barriers to employment of young people with disabilities or from deprived backgrounds.

You will play a key role in representing and championing Lord's Taverners' mission and values, ensuring that our fundraising partnerships contribute meaningfully to positive outcomes for young people through inclusive sport.

Key Responsibilities

Cross-Org Collaboration

- Work closely with all departments, especially the Programmes and MarComms Teams, to coordinate reporting requirements and planned activations throughout the year to meet funder deadlines.

Partnership Building

- Contribute to a strong income pipeline through prospect research for rolling programmes of trust/foundation funding applications and corporate partnership engagement, focused on themes and places.
- Provide high-quality account management and stewardship across the corporate partnerships' portfolio; including agreed meeting schedules and renewal processes.
- Engage, activate and manage a network of regional businesses focussed on breaking down the barriers to inclusive employment, part of the Westminster Foundation funded programme: 'Future Me'.

Team Focussed Support

- Manage the income and expenditure administration of grants to ensure compliance with grant terms and conditions.
- Maintain accurate records of applications, outcomes, and activity with trusts and foundations and corporate partnerships.
- Develop bid-writing skill set to contribute over time to a pipeline of tailored and compelling applications.
- Maintaining accurate systems data for the function, eg CRM, and leading on AI process implementation to scale output.

Sport for Development

- Demonstrate an understanding of the organisation's mission, recognising how high-quality delivery contributes to positive outcomes for young people through sport and ensuring this purpose is reflected during engagement with young people.

Day one essentials skills

- **Confident verbal communication** — comfortable engaging funders, corporate partners, regional businesses and colleagues.
- **Strong organisational and planning skills** — capable of managing reporting schedules, deadlines and partner activity across a varied portfolio.
- **Attention to detail** — accuracy in grant administration, CRM records, reporting and compliance.
- **Collaborative working style** — able to work effectively with teams to coordinate partner activity.
- **Ability to manage competing priorities** — able to work independently within a busy fundraising environment.
- **Proactive and positive approach** — confident following up opportunities, supporting prospect research and contributing to partnership development.
- **Understanding of partner stewardship** — recognises the importance of building trust, high-quality communication and acknowledging partner contribution.
- **Understanding of barriers to employment** — able to support partners to reduce barriers for young people with disabilities or disadvantage.
- **Strong written communication** — able to contribute to corporate, trust and foundation application processes by gathering information from stakeholders and producing clear, accurate and engaging written content.
- **Ability to develop partnership collateral** — able to support the creation of materials that engage prospective corporate partners.

Learnable on the job “desirable skills”

- **Ability to learn and use digital systems** — including CRM/databases and Microsoft Office, with support provided to build confidence and capability.

- **Deeper knowledge of inclusive employment practice** — understanding how organisations can reduce barriers for young people with disabilities or disadvantage.
- **Advanced use of AI tools** — ability to design or optimise automated processes to scale team output.
- **Developed bid-writing expertise** — experience producing compelling trust and foundation applications.
- **Experience creating corporate partnership materials** — confidence developing decks, proposals and engagement collateral.

Responsibilities not held by this role

- **Strategic leadership** — does not set organisational strategy or influence strategic direction.
- **Line management** — does not supervise staff, volunteers or lead teams.
- **Budget ownership** — does not hold, set or approve departmental or project budgets.
- **Complex problem-solving** — does not lead analysis or resolution of complex organisational issues; focuses on routine problem-solving.
- **Independent project leadership** — does not lead major projects; contributes to delivery with oversight from senior colleagues.

Lord's Taveners is committed to equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Our workforce should be truly representative of all sections of society and the communities we serve.

Each employee should feel respected and able to give their best.

Our values: We Include, We Inspire and We Empower drive everything we do.