

Job Description

Employee's name:			
Starting date in this position:		Version of job description:	01

POSITION

Position name	Stakeholder Grants Project Manager
Department	
Place of work	Lausanne, Switzerland
Purpose of the job	<p>The Stakeholder Grants Project Manager will lead the design, coordination, and delivery of major international funding applications, including Erasmus+.</p> <p>The role will enhance the ICF's ability to secure grants, build co-funding partnerships with foundation, cities, governments, and organisations such as UN agencies. Based in Lausanne, it plays a key role in embedding Paddlesport within sustainable urban development, promoting healthy living, and expanding access to global sporting infrastructure.</p>
Primary tasks and responsibilities	<ul style="list-style-type: none"> - Lead the preparation and submission of approximately 10 Erasmus+ and other major international grant applications each year, ensuring full compliance with EU and international funding frameworks. - Oversee the delivery, monitoring, and reporting of awarded Erasmus+ projects, coordinating multi-partner consortia and ensuring timely and high-quality outputs. - Develop robust project management systems, including financial tracking, risk management, and impact evaluation. - Produce feasibility studies and concept papers to support infrastructure development and co-funding proposals. - Engage with cities, governments, development banks, NGOs, and philanthropic partners to secure funding and political commitment. - Build and maintain partnerships with UN-Habitat, UN-UNITAR and other multilateral agencies to align ICF strategy with the UN Sustainable Development Goals.

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	<ul style="list-style-type: none"> - Provide regular updates and recommendations to the Global Operations Director and ICF leadership. - Undertake special projects or tasks as assigned by the Global Operations Director or the Secretary General.
Other tasks	<ul style="list-style-type: none"> - The employee is also required to perform additional tasks as instructed by their supervisor, provided such tasks fall within the scope of their responsibilities or are reasonably assigned based on their knowledge, qualifications, or business considerations.
Position holder has independent decision-making authority	Yes
Education and Qualification requirements	<ul style="list-style-type: none"> - Two years experience in grant writing and project management, ideally with Erasmus+ or other EU/UN programmes. - Strong financial literacy, including multi-year budgeting and EU eligibility/procurement rules. - Relevant degree (e.g. International Relations, Development Sport Studies, Sport Management) or equivalent professional experience. - Familiarity with sustainability standards and social impact evaluation. - Excellent written and spoken in English - Fluency in French and Spanish - Additional languages are an asset. - Demonstrated ability to manage relationships with diverse stakeholders, including governments, UN agencies, and cities. - Project management qualification (e.g. APM PMQ) desirable. - Organised, proactive, and resilient under deadlines. - Strong knowledge of the International Sport Movement. - Commitment to equality, sustainability, and the long-term advancement of Paddlesport.

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RELATIONS

Reporting to	Global Operations Director
Subordinates	None
The position holder can be replaced by	TBC
The position holder can replace	TBC

SIGNATURES

I, the undersigned employee/manager, declare that I have read this job description, that both parties have understood its contents and that I acknowledge them as binding by signing it. One original copy has been distributed to the employee and the manager. The validity date is determined by the signatures below.

Employee:	Signature/date:
Manager:	Signature/date:

TRACKCHANGES:

Version:	Change:
01	New document