



Grants, Contracts and Commissioning Lead (full-time)

Job application pack

Introducing Betknowmore UK

About us

Established in December 2013, Betknowmore UK's mission is to deliver services that prevent and address personal and societal harms related to gambling, and to challenge the inequalities that shape people's experiences, opportunities and outcomes. Betknowmore is a leading provider of gambling support and training services. We provide award-winning services which embrace the insight and knowledge of 'Experts by Experience' combined with evidence-based approaches. At our core is the 'lived experience' of gambling dependency and recovery, from the Founder to the support team to the Management Board.



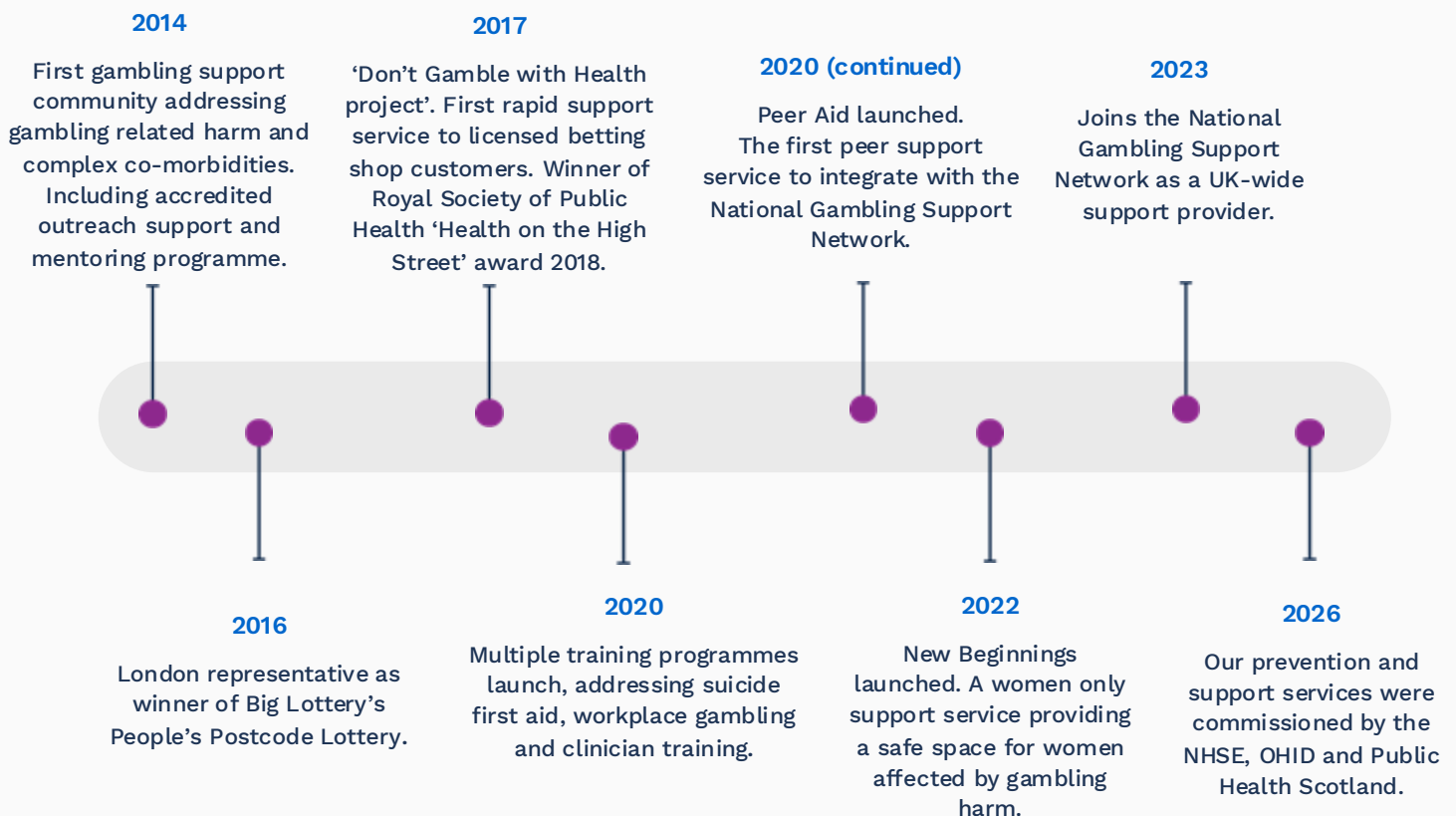
We **work locally** within communities, helping them to be aware, supported and resilient to gambling harms



We **work nationally**, within partnerships, sharing our learning and experience to support new and exciting work across the UK



We **work independently**, staying true to our mission and values, working occasionally in a shared space with different stakeholders and remain open to scrutiny and review



Role Specifics

Location:	Hybrid, majority remote with occasional work in London
Line manager:	Director of Finance and Operations
Hours:	Full time (35 hrs pw)
Salary:	£40,000 – £44,000 (depending on experience)
Contract:	Permanent
Probation period:	6 months

Role Purpose

Betknowmore UK is seeking an ambitious and proactive Grants, Contracts and Commissioning Lead to grow income from two distinct but connected routes: grants from charitable trusts and foundations, and statutory and commissioned income secured through contracts, tenders and procurement. The postholder will be expected to at least sustain current grants and contracts turnover, with an ambition to grow income by a further 10–20%. The role sits at Lead level — our manager-equivalent grade — with no line management responsibility.

This newly created role owns the full grants and contracts cycle: identifying grant, tender and commissioning opportunities, managing the pipeline, project-managing complex bids and writing tailored applications. Excellent writing is central to the role — the quality and persuasiveness of every bid directly shapes our income and the support we offer people affected by gambling harm.

The postholder will be well supported: subject matter experts across Betknowmore UK will provide technical content for bids, budgets are prepared with finance, and the CEO and directors will front the most senior funder relationships.

The Disclosure & Barring Service (DBS) – Disclosure

Betknowmore UK aims to promote equality of opportunity for all with the right mix of talent, skills and potential. Betknowmore UK welcomes applications from diverse candidates. Criminal records will be taken into account for requirement purposes only when the conviction is relevant. As Betknowmore UK meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. All applicants who are offered employment will be subject to a criminal record check from the Disclosure & Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Key Accountabilities & Responsibilities

Grants, Contracts & Statutory Fundraising

- Deliver a pipeline of high-quality applications and bids across both grant and statutory/commissioned routes to meet agreed income targets, prioritising by value, likelihood and strategic fit.
- Prepare accurate budgets for applications in collaboration with finance.
- Maintain an up-to-date pipeline and application calendar, submitting applications and funder reports to deadline.

Trusts & Foundation Grants

- Research and identify trust and foundation funding opportunities using prospect research tools.
- Write compelling, tailored proposals and applications, drawing on organisational impact data and stories.
- Identify opportunities for unrestricted, restricted and multi-year funding.

Statutory & Commissioned Funding (Contracts, Tenders & Procurement)

- Develop income from government, health and other commissioning bodies, monitoring tender and procurement opportunities.
- Prepare and submit tenders and procurement responses — including Invitations to Tender (ITTs) and Pre-Qualification Questionnaires (PQQs) — drawing on organisational impact data and case studies.
- Monitor funding trends and emerging opportunities, including the developing commissioning landscape under the statutory gambling levy.

Relationship Management & Stewardship

- Build and maintain positive relationships with existing and prospective funders.
- Coordinate meetings, presentations and engagement opportunities with funders, with the CEO and directors fronting the most senior relationships.
- Develop stewardship plans to maximise funder engagement and retention.
- Ensure all grant reporting requirements are fulfilled accurately and on time.
- Provide regular updates to funders demonstrating impact and outcomes.

Key Accountabilities & Responsibilities continued...

Bid Coordination & Cross-Organisational Working

- Work closely with service delivery, operations, finance and leadership teams to identify funding needs and develop fundable projects.
- Project-manage complex, multi-stage bids: plan timelines, coordinate stakeholders and gather technical content from subject matter experts.
- Turn colleagues' technical input, impact data and case studies into funder-ready copy that showcases impact.
- Collaborate with colleagues to ensure funded projects meet agreed objectives and reporting requirements.

Performance, Monitoring & Reporting

- Monitor and report on fundraising activity, pipeline development and income performance.
- Maintain accurate records using organisational CRM and reporting systems.
- Track progress against targets and report regularly to the Director of Finance and Operations and senior leadership.
- Contribute to annual planning, budgeting and target setting, and to the wider income-generation strategy so grants and contracts income complements other streams.
- Ensure compliance with fundraising best practice, funder requirements and the terms of restricted funding.

Success measures

The postholder will be expected to:

- Develop and implement a sustainable grants and contracts fundraising programme.
- Build and maintain a pipeline of qualified trust, foundation and statutory funding prospects.
- Submit a consistent programme of high-quality funding applications.
- Secure new grant and contract funding partnerships that contribute to organisational sustainability and growth.
- Sustain current grants and contracts turnover as a minimum, with an ambition to grow income by a further 10–20% against agreed targets.
- Maintain excellent funder stewardship and reporting standards.

Person specification

Essential

- Proven track record of securing significant and/or multi-year income from trusts, foundations or statutory funders.
- Exceptional bid-writing skills: clear, persuasive, carefully edited proposals tailored to different funder audiences.
- Experience of project-managing complex bids: coordinating stakeholders and gathering technical content from colleagues through multi-stage application processes.
- Understanding of statutory funding and commissioning processes, including tendering and procurement routes such as Invitations to Tender (ITTs) and Pre-Qualification Questionnaires (PQQs).
- Excellent relationship management with funders or external stakeholders.
- Strong numeracy and experience preparing budgets for funders.
- Highly organised; able to manage multiple deadlines and priorities.

Desirable

- Knowledge of the gambling harms, addiction, health or social welfare sectors.
- Experience of working in a small or growing charity.
- Familiarity with CRM systems and fundraising databases.
- Understanding of fundraising regulations and best practice.
- Experience contributing to wider income-generation strategy and planning.

Values & behaviours

The successful candidate will demonstrate:

- A commitment to Betknowmore UK's mission and values.
- A collaborative and relationship-focused approach.
- Integrity, professionalism and accountability.
- Creativity and innovation in identifying funding opportunities.
- A commitment to equity, diversity and inclusion.
- A passion for delivering meaningful social impact.



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