

Job Description – Associate: Athlete Professional Development Programme

Position:	Associate - Athlete Professional Development Programme
Location:	London, hybrid - average 2 to 3 days in the office per week incl. Mondays as our anchor day
Reports to:	Strategy Manager
Contract Type:	Fixed term, full-time contract for up to 12 months. Part-time may be considered where appropriate
Salary:	£32,000 p.a., pro-rated if appropriate
Application deadline:	28 August 2026, 18:00 BST

Background

[The Jacobs Futura Foundation](#) (JFF or the Foundation) is a philanthropic foundation based in London and aiming for lasting impact. We operate in two distinct areas of focus - (1) enabling athletes to thrive in life after high-performance sport and (2) protecting the integrity of tropical rainforests.

The core values for JFF, which frame how we think and operate, are:

- **Ambition:** We are positive, with a bias to action and identifying solutions that deliver lasting impact
- **Humility:** We are keen to learn from others, we are pragmatic and open
- **Commitment:** We are intentional in how we target our efforts, we are patient, and we have a determination to follow through
- **Collaboration:** We can only make a difference working with others, we will bring value to our partnerships

Since our inception as a Foundation in 2023, we have established a Programmatic team for our two portfolios – Athletes and Rainforests.

The Athlete Professional Development Programme

As part of our mission to enable athletes to thrive in life after high-performance sport, we have developed the Athlete Professional Development Programme (the Programme). This provides an opportunity for work experience, training and learning and development for a competing or recently retired athlete to support with their future career ambitions.

The Programme will provide a rounded experience for the Associate, with exposure to both Portfolios and the Operations function. It will provide an opportunity for structured learning and development of new skills as well as develop existing skills gained from their experience as an athlete including leadership, teamwork, communications and resilience.

Role Summary

The **Associate** will work closely with the Programme teams, supporting day-to-day programmatic activities in each Portfolio. The role offers broad exposure across the Foundation's work and core operating functions, including finance, operations, research and project management. The Associate will support with the delivery of internal and external projects for the Foundation.

The Programme will provide placements with partner organisations, enabling practical sector experience, alongside structured networking with professionals, mentors, leaders from philanthropy, the athlete community, and our wider partner network.

The successful candidate will be a collaborative team player, contributing energy and curiosity to the JFF team. They will be committed to supporting and learning from colleagues, grantees, and partners, while strengthening our organisation-wide capability. They will have a flexible approach, capable of adapting to shifting demands. They should demonstrate a passion for the mission of the Jacobs Futura Foundation.

Key accountabilities

- Assisting with the design and delivery of grant funding, across the project lifecycle, from onboarding new grantees to supporting 'closing' programmes.
- Supporting the Programme Leads with drafting communications. This includes coordinating and drafting of internal and external papers, e.g., presentations, research papers, articles on the JFF website, LinkedIn, etc.
- Supporting the grant-making process, monitoring grantee progress, organising meetings, and ensuring the Foundation's systems are up to date with the latest information on partners and grantees.
- Keeping abreast of relevant developments and applying these to support the learning of the Foundation, the evolution of the strategy and the broader knowledge of the community.
- Supporting with the preparation of management information, insights, and board papers, and documentation for inclusion in internal papers, programme strategies or grant proposals.
- Being an advocate for the Foundation, including interacting with the Foundation's employees, stakeholders and partners about relevant aspects of our work.

Essential qualifications and experience

- Experience as an athlete competing at the highest levels in senior sport, e.g., national, international, professional
- Currently competing as an athlete or have retired since July 2023
- Confident use of Microsoft Excel, PowerPoint, and Word
- Excellent written and oral communication skills. Fluency in English is essential
- Strong analytical, organisational, and communication skills
- Must have the right to work within the UK

JFF's Commitment

We are committed to diversity, equity and inclusion and to a transparent recruitment process that fosters belonging. We encourage people from all backgrounds to apply.

Application Process

If you would like to apply for this role, please send the following to athletes@jacobsfutura.org:

- Your CV
- A one-page cover letter detailing your interest in the role and why you are suitable