

Jack Petchey Foundation

Job Description

Job Title:	Grants Officer
Responsible to:	Head of Grants Team
<u>Location:</u>	South/South East London

The post holder will work as part of the wider team from the Jack Petchey Foundation Headquarters in Canary Wharf.

As a Grants Officer, the primary focus of the work (circa 3 days a week) will be out visiting schools and clubs in the area you are supporting. The postholder will be office based and will support work within the South/South East London area.

Main Purpose of the Post

To represent the Jack Petchey Foundation is promoting and supporting the schools and youth organisations which operate the Achievement Award programme and to assist in the promotion, growth and processing of other small grant programmes as required.

Principle Duties

- 1. To develop the Jack Petchey Foundation Achievement Award Scheme within the specified geographical area:**
 - 1.1. to proactively promote the Achievement Award Scheme in accordance with the JPF funding policy in place at that time
 - 1.2. to receive, assess and process all grant applications to join the Achievement Award Scheme in accordance with the JPF assessment framework
 - 1.3. to attend, participate and assist with the borough-wide and regional Achievement Award presentation events in cooperation with the JPF Events Team
 - 1.4. to represent JPF at presentation events, assemblies and youth events organised by clubs and groups on the scheme as requested

- 2. Quality Assurance for the Jack Petchey Achievement Award Scheme**
 - 2.1. to support all existing schools/clubs and groups on the Achievement Award Scheme ensuring the scheme operates to high standards
 - 2.2. to implement a programme of monitoring visits to schools, clubs and groups on the Achievement Award Scheme to ensure JPF funding is well spent
 - 2.3. to organise local borough or regional events to support all the groups operating the Achievement Award scheme within the specified geographical area if relevant

- 3. To administer the Jack Petchey Foundation grant making process**
 - 3.1 to ensure all details of groups in receipt of or applying for grant funding are appropriately entered on Benefactor (the grant administration software used by JPF)
 - 3.2 to approve/authorise payment of Achievement Award grants in accordance with JPF policy
 - 3.3 to ensure appropriate reporting by groups regarding the use of their grant funds and negotiate return of funds where grant has not been used in accordance with conditions
 - 3.4 to ensure all communication with groups is recorded appropriately
 - 3.5 to liaise with JPF administrators in order to ensure that clubs and groups receive all necessary materials to operate the Achievement Award scheme effectively
 - 3.6 to assess and approve Leader Award applications in accordance with JPF policy
 - 3.7 to assess and approve Small Grant applications in accordance with JPF policy
 - 3.8 to provide regular reports on the development of the work for the Head of Grants Team, Chief Executive Officer and the JPF Board as required

- 4. To promote the wider work of the Jack Petchey Foundation within specified geographical area**
 - 4.1 to promote JPF using social media platforms, provide stories and materials, produce press releases as appropriate enabling appropriate press coverage for the work of JPF
 - 4.2 to recruit and support volunteer ambassadors as appropriate
 - 4.3 to attend funding fairs, conferences and other events to promote the funding available from JPF (this may be across London and Essex)
 - 4.4 to be aware of and support the major programmes funded by JPF within the specified area, for example: Jack Petchey Speak-out Challenge, Jack Petchey Step into Dance, Panathlon etc.
 - 4.5 to contribute to the assessment of major grant programmes as requested by the Head of Grants Team
 - 4.6 to assist with cheque presentations, monitoring visits and reporting in relation to groups who have received a JPF Project Grant or other JPF funding

- 5. Other Responsibilities**
 - 5.1 to contribute to the Grants Team and JPF Team meetings
 - 5.2 to take a lead on specific projects as agreed within the grants team
 - 5.3 to offer telephone/email support and advice about JPF funding streams and alternative funders to enquirers
 - 5.4 to act at all times within the ethos and policies of the Jack Petchey Foundation
 - 5.5 to undertake any other tasks that may from time to time be agreed with Head of Grants Team/ Chief Executive Officer / JPF Board

Terms and Conditions

Salary:	£25,000 ~ £29,000 depending on experience
Hours:	Full time (37.5 hours a week). The post holder will be expected to work the hours necessary to meet the requirements of the job. There will be up to three evening and or occasional weekend commitments for which appropriate time off in lieu will be given. When office based, office hours are 9 am - 5.30pm with an hour for lunch
Annual Leave:	28 days including public holidays
Probationary period:	6 months
CRB:	This post is subject to a satisfactory DBS disclosure
Car User:	The post-holder must own a car that can be used for this post and must hold a valid full drivers licence (business mileage will be payable at 45p per mile).

Person Specification		
	ESSENTIAL	DESIRABLE
LOCATION	<ul style="list-style-type: none"> The post is required to work from home when not based within headquarters - suitable work space required 	<ul style="list-style-type: none"> Ideally the postholder will live in the South/South East London area
QUALITIES/ ATTITUDES/ UNDERSTANDING	<ul style="list-style-type: none"> Ability to work on own initiative Ability to work in a team Ability to work under pressure Positive, flexible manner Commitment to work within the ethos of JPF Honesty / integrity Ability to relate to young people 	
SKILLS	<ul style="list-style-type: none"> Good organisational skills Self administering IT and digital skills including MS Office databases and Social Media Good public presentation skills Good written communication skills Ability to ask searching questions and make a judgement about the capacity of organisations & projects Attention to detail 	<ul style="list-style-type: none"> Familiar with grant making software Ability to use web as a communications tool Ability to write copy/design newsletters
KNOWLEDGE	<ul style="list-style-type: none"> Of statutory and voluntary youth provision Of key policies and issues impacting on voluntary sector organisations 	<ul style="list-style-type: none"> Of grant making processes Of voluntary youth sector
EXPERIENCE	<ul style="list-style-type: none"> Of planning, strategy and working to targets Of preparing reports for management & newsletters Of presenting /public speaking Of work with young people 	<ul style="list-style-type: none"> Of applying for or assessing grants
QUALIFICATIONS	<ul style="list-style-type: none"> Full driving licence 	<ul style="list-style-type: none"> Educated to degree level