



Background to the Post of Grants Officer South London

1. About the Foundation

The Jack Petchey Foundation is a young progressive grant-making Trust based in Canary Wharf in East London. It has grown rapidly since its formation in 1999 and is an influential charitable Foundation which has invested over £110 million in youth organisations.

The Jack Petchey Foundation operates in Essex and in all the London boroughs.

A key element of the Jack Petchey Foundation programme is the Achievement Award Scheme. This popular programme now operates over 2029 schemes in over 1600 schools, colleges and youth organisations throughout London and Essex and contributes millions of pounds each year to support youth work in the area.

The Achievement Award Scheme aims to enable schools, colleges and youth organisations to recognise, reward and celebrate the achievements of their young people. Jack Petchey wants young people to raise their aspirations, believe in themselves and make a contribution to their society. Achievement Awards are designed to recognise a wide range of achievement, not just the clever and the gifted but to recognise the effort involved in 'doing your best'.

In addition to the Achievement Award Scheme, the Foundation funds a number of initiatives through its major grants programme, including the Jack Petchey Speak Out Challenge, Step into Dance and the Panathlon Challenge. The budget for 2018 is over £8.5 million and this is set to grow in future years.

Further details about the Foundation can be found at www.jackpetcheyfoundation.org.uk

Jack Petchey, now aged 92, is a successful East London businessman. He established the Foundation to support work with young people and remains actively involved in the Foundation as Patron.

2. The current team

The Foundation is currently based at Dockmasters House, Hertsmere Road, London, E14 8JJ

The work of the Foundation is overseen by the JPF Board with five directors who oversee the direction and grant-making policy.

The Chief Executive Officer is responsible for the overall management of the Foundation. The team consists of 16 staff who are structured into teams as follows:



Chief Executive Officer, Operations Director and Personal Assistant/Office Manager

The Grants Team is led by the Head of Grants Team working with 5 Grants Officers, a Senior Grants Administrator and an Assistant Grants Administrator.

Events Team is led by the Head of Events working with 1 Events Manager and 1 Event Coordinator and 1 Event Assistant.

PR/Comms Team is led by the Head of Comms/PR and 1 PR coordinator

An organisational chart is available as a separate PDF

3. About the role

The Jack Petchey Foundation has recently experienced a period of growth. This permanent post will cover the South/South East London area and the role will assist in the promotion, growth and development of all the JPF Grant Programmes.

The post holder will manage the Achievement Award Scheme within the specified geographical area. He/she will work as part of a team of 5 grants officers who between them cover all of London and Essex. He/she will have responsibility for ensuring that positive relationships are maintained with c300/400 organisations operating in schools and youth organisations, and a target to increase this to 400/500 organisations.

The work will involve promoting the scheme, assessing new applications, monitoring how the scheme operates within the clubs/schools, approving reports and ensuring that young people are positively rewarded for their achievements.

The work demands a wide range of skills and high degree of flexibility; the ability to manage your own workload within agreed targets; maintain a programme of planned visits and yet remain responsive to new developments; an eye for detail; good administration /office based skills; the ability to communicate confidently and present a positive external profile for the charity; and the ability to be accommodating and positive whilst also maintaining strong and consistent boundaries with regard to our grant making.

Evening and weekend work will be required to meet the demands of this role.

Please note, as stated on the Job Description, the post holder will work as part of the team from the Jack Petchey Foundation Headquarters but will be expected to work circa 3 days a week in their area (South/South East London area)



The role offers the flexibility to work from home to minimise travel as appropriate. In order to enable this it will be essential that the candidate has a suitable work space (desk/broadband etc.) at home.

4. Applying for the role

Please apply on our application form (available on website) and ensure that you demonstrate how your skills and experience match the person specification for the role.

The details you provide on the application are the **only** details upon which we will shortlist for the post. Please do not send CVs.

Applications should be returned to the Foundation **no later than 5pm on Friday 9th February 2018.**

Only those applicants who are short-listed will be contacted.

Interviews will take place on the 15th February 2018