



Background to the Post of Grants Officer West London

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 £118 million in youth organisations.

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

A key element of the Jack Petchey Foundation programme is the Achievement Award Scheme. This popular programme now operates 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, such as the Jack Petchey Speak-out Challenge, Step into Dance, Panathlon Challenge etc. 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 93, 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.

Our Values

The Jack Petchey Foundation values are central to all that we do. You will deliver these values in your day to day work as part of a supportive and friendly team of staff.

- Inspire and raise the aspirations of young people.
- Affirm, reward and celebrate achievement.
- Value young people and those who work with them, advocating their views and putting young peoples' voice at the centre of our work.
- Develop young peoples' confidence, motivating them to take on new challenges and to believe in themselves.
- Be positive and promote a positive perspective on life.
- Be inclusive, working at grass roots and building communities.
- Promote a culture of 'giving something back'.
- Strive for excellence in our work.

The team

The team consists of 16 staff structured into the following teams:

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 and Head of Project Grants.

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

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

An organisational chart is available to download as a separate PDF

About the role

The Jack Petchey Foundation has recently experienced a period of growth. This permanent post will cover the West 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 West London. 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 be responsible for maintaining positive relationships with circa 300/400 schools and youth organisations, with an objective to increase this to 400/500 organisations.

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

The work demands a wide range of skills and a high degree of flexibility; the ability to manage your own workload within agreed targets; to maintain a programme of planned visits and yet remain responsive to new developments; an eye for detail; good administration /office based skills and 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 (West London)

The role offers the flexibility to work from home to minimise travel where appropriate. In order to enable this the candidate will be required to have a suitable work space (desk/internet access etc.) at home.

Making an application

Please apply on our application form (available on our website) and ensure that you demonstrate **how your skills and experience meet the person specification and reflect the JPF values.**

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 **by 9am on the 28th September 2018.**

We regret that we will only be able to contact applicants who are short-listed for interview.

Interviews will be held on 11th October 2018.