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| **Jack Petchey Foundation** Job Description |

Job Title: Youth Participation and Grants Officer (with responsibility for Uniformed organisations)

**Responsible to**: Head of Grants Team

## **Location**: Canary Wharf, E14

**Background**

The Jack Petchey Foundation is a dynamic Foundation which was set up in 1999 by Sir Jack Petchey CBE to inspire and motivate young people and recognise them for their achievements. To date the Foundation has invested over £118 million in young people across London and Essex.

The Foundation has a strong commitment to ensuring that young people are at the centre of our work, that their voices are heard, their views communicated and their leadership supported. This is an exciting time to join the Foundation, as we embark on an exciting three-year strategy which seeks to ensure that young people across London and Essex are recognised for their achievements and supported to be the best that they can be.

JPF has a long-standing commitment to funding Uniformed Organisations, including Girl Guides and the Scouts Association as well as the Air, Army, Fire, and Sea Cadets. In 2018, JPF provided c£650K of funding through our flagship Achievement Award Scheme for the Uniformed organisations. We currently have 400+ Achievement Award schemes run through the Uniformed Organisations.

**The Role**

As Grants Officer for Uniformed Groups the post-holder will support these groups to manage the JPF Achievement Award Scheme and related programmes. Additionally, as JPF’s Youth Participation lead s/he will work with colleagues to ensure that we develop our strategic and ambitious priorities around youth participation.

This is an exciting opportunity for a dynamic individual with a keen interest and knowledge of the positive contributions of the Uniformed Organisations, as well as a desire to promote Youth Participation to make a significant contribution to the Jack Petchey Foundation and to the lives of young people across London and Essex.

Approximately half of your time will be spent coordinating our support to Uniformed organisations. In addition, you will take lead responsibility for Youth Participation, including engaging and involving young people in our grant making, supporting our work to amplify young people’s voices and ensuring our understanding of young people’s needs and realities remains current.

Furthermore, you will work with colleagues to deliver the JPF’s Young Achievers Network, a year-long personal development programme for 30 young people aged 14-18.

**Purpose of Job**

To represent the Jack Petchey Foundation, promoting and delivering our funding opportunities and programmes and supporting the Uniformed groups which operate the Achievement Award programme. In addition, the post-holder will be responsible for the development and delivery of a Youth Participation Strategy, which aims to increase opportunities for young people to be directly involved in decision making, influencing, evaluating and amplifying the voice of young people.

The role will be managed directly by the Head of Grants Team and will support the key strategic priorities and charitable aims and objectives of the Jack Petchey Foundation.

**Main areas of responsibility**

1. **Develop, manage and promote the JPF Achievement Award Scheme and other JPF opportunities**

1.1 Support and promote the Achievement Award Scheme with Uniformed Organisations ensuring the scheme operates to the highest standards

1.2 receive, assess and process all grant applications to join the Achievement Award Scheme

1.3 Attend, participate and assist with delivery of the Uniformed Achievement Award presentation events

1.4 Implement a programme of monitoring visits to Uniformed groups to ensure JPF funding is well spent

1.5 Ensure accurate records are kept, including contact details of Uniformed organisations in receipt of or applying for grant funding

1.6 Approve/authorise payment of Achievement Award grants

1.7 Ensure appropriate grant reporting by groups and negotiate return of funds where grants have not been used in accordance with grant conditions

1.8 Assess and approve Leader Award and Small Grant applications

1.9 Provide regular reports on the development of the work as required

1.10 Promote JPF using social media, identifying appropriate case studies and material for JPF communications and supporting PR/Comms colleagues in communicating our work widely

1.11 Attend conferences and other events to promote the funding and opportunities available from JPF

1.12 Be aware of and support the major programmes funded by JPF, for example Jack Petchey’s “Speak-out” Challenge, Step into Dance, Panathlon etc.

1.13 Contribute to the assessment of major grant programmes as requested

1.14 Assist with monitoring visits and reporting in relation to other groups who have received a JPF Project Grant or other JPF funding

1. **Develop and Implement a Youth Participation Strategy**

2.1 Review the existing Youth Participation work that has been undertaken

2.2 Develop a comprehensive Youth Participation Strategy to inform and influence the JPF priorities and activities

2.2 Ensure the voice and views of young people are central to the work of JPF

2.3 Support the programme of quarterly consultation lunches, involving young people and members of the JPF staff team

3.4 Identify, plan and implement training events, seminars and workshops for Achievers Network Alumni and Achievement Award Winners to ensure the development and presence of young people within our work

3.5 Coordinate youth panels to assist in the design, delivery and/or assessment of JPF Grant Programmes

3.6 Lead, plan and implement an annual Board, Staff and Young Peoples Networking Event

3.7 Support the delivery of the JPF Achievers Network Programme.

3.8 Work with PR/Comms team to generate content for our social media platforms on a regular basis

3.9 Work at all times within the policies, procedures and values of the JPF in particular Child Protection, Health and Safety, Data Protection and Publicity Consent policies.

These are the normal duties which the charity requires of the position. However, it is important that all staff are prepared to be flexible as they will be required from time to time to perform other duties.

What you can expect in return:

As well as the opportunity to develop our work with the Uniformed Organisations and to develop and increase youth participation in a well-known youth foundation, you will work from our light, modern office in Canary Wharf and be part of a friendly and committed team. We have regular staff social opportunities across the year and a fully equipped kitchen and garden that staff are free to use for lunch and other social activities.

## **Office Base:** Dockmaster’s House, 1 Hertsmere Rd, West India Quay, London, E14 8JJ.

**Hours**: Standard office hours are 9 am – 5.30pm with an hour for lunch

There will be occasional evening/weekend commitments for which appropriate time off in lieu will be given in order to help staff maintain a healthy work-life balance.

**Annual Leave**: 28 days including eight public holidays a year, with the opportunity to buy back up to one week’s additional annual leave.

**Probationary period:** 6 months

**DBS:** This post is subject to a satisfactory DBS disclosure

**Salary: £25,750 - £29,870 (starting salary, depending on experience)**

**Pension:** If the post holder is over 21 they will be auto-enrolled into the JPF pension scheme but may request to opt out.

**Employee Benefits**: Additional benefits after 6 months’ employment and successful completion of the probationary period include:

* Private Healthcare Insurance with discounted gym membership
* Interest free car loan for staff who require a car for work duties
* Cycle to Work scheme

**Learning & Development:** JPF is committed to developing all staff and has a comprehensive Learning and Development Policy

**Start/Length of Contract:** Permanent

**JPF is an Equal Opportunities Employer and we seek to build a team that reflects the diverse communities that we serve.**

**Person Specification**

**Qualities, Attitudes and Understanding**

1. Ability to self-manage workload
2. Flexible and interactive team player
3. Enthusiasm and a willingness to take on new challenges
4. Strong commitment to JPF’s vision, mission and values
5. Honesty and integrity
6. Ability to relate to young people from diverse backgrounds
7. Passion for and commitment to youth participation and youth voice

**Skills**

1. Strong verbal and written communication skills
2. Superb organisational, administrative and IT skills
3. An understanding of financial accounts
4. The ability to be courteous but assertive in dealing with people at all levels inside and outside the organisation.
5. Ability to record information in an accurate, clear and concise way
6. Ability to ask searching questions and make a judgement about the capacity of organisations & projects
7. A keen eye for detail

**Knowledge**

1. Of the challenges and opportunities facing young people in London and Essex
2. Knowledge of, or the capacity to learn about, Uniformed organisations
3. Of youth organisations, youth provision and the youth sector
4. Of grant-making processes (desirable)

**Experience**

1. Of planning and working to targets
2. Of presenting /public speaking
3. Extensive experience of working with young people

**Qualifications**

1. Educated to degree level (desirable)
2. Youth Work qualification (desirable)

**Other**

1. Hold a valid driving license and have access to a vehicle for visits (desirable)

Candidates will be selected on the merits of their application and through competency based interviews.