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| **Jack Petchey Foundation**Job Description |

Job Title: West London Grants Officer

**Responsible to**: Head of Grants Team

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

**Background**

The Jack Petchey Foundation is a dynamic Foundation, which was created 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 £125 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 are celebrating out 21st Birthday in 2020 with many exciting events and opportunities taking place throughout the year. We are also currently in the second year of 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 schools and youth organisations within London and Essex) and currently support circa 400 schools and youth groups within West London.

**The Role**

The focus of the role will be to support schools and youth organisations in West London to run the JPF Achievement Award Scheme and associated programmes. This is an exciting opportunity for a dynamic individual with a keen interest in grant making within the youth sector.

**Purpose of Job**

To represent the Jack Petchey Foundation, promoting and delivering our funding opportunities and programmes and supporting the schools and youth organisation which operate the Achievement Award programme.

The role will be managed directly by the Head of Grants Team and will support the key strategic priorities and 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 schools and eligible youth 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 Achievement Award presentation events

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

1.5 Ensure accurate records are kept on Benefactor (grant making database) including contact details of schools and youth organisations in receipt of or applying for grant funding

1.6 Approve/authorise payment of Achievement Award grants & related programmes

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, Small Grant and Educational Visit grant applications

1.9 Provide regular reports on the work as required

1. **To promote the wider work of the Jack Petchey Foundation within the specified geographical area**

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

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

2.3 Support the major programmes funded by JPF, for example Jack Petchey’s “Speak-out” Challenge, Step into Dance, Panathlon, First Give etc.

2.4 Attend the various major programme Grand Finals

2.4 Contribute to the assessment of major grant programmes as required

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

1. **Other responsibilities**

3.1 Contribute to the grants team and whole team meetings

3.2 To take the lead on specific projects as agreed within the grants team or with direct line manager

3.3 Provide telephone and email support to existing grantees or potential applicants

3.4 To act at all times in line with the values and policies of the Jack Petchey Foundation

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 within the West London area, 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: £25,700 - £29,500 (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

**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. Of youth organisations, youth provision and the youth sector
3. Of grant-making processes (desirable)

**Experience**

1. Of planning and working to targets
2. Of presenting /public speaking

**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.