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| **Jack Petchey Foundation** Job Description |

Job Title: Grants Administration Assistant

**Responsible to**: Senior Grants Administrator

## **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. To date the Foundation has invested over £124 million in young people across London and Essex.

The flagship programme is the Achievement Award scheme which is run in over 1700 schools and youth organisations across London and Essex. Each year over 13,000 young people aged 11 – 25 are recognised by their peers and celebrated for their personal achievements.

**The Role**

We are a hardworking team, seeking to promote the positive contributions and achievements of young people through the grants we make. We are looking for a dynamic, highly organised, enthusiastic and efficient person to join us, to support the Senior Grants Administrator in the day-to-day administration of the various grants programmes, but in particular the Achievement Award scheme. The post holder will be part of the Grants Team and will be required to work closely with the Senior Grants Administrator, the Grants Officers and the Head of Grants Team.

**Purpose of Job**

**Main areas of responsibility**

1. **To support the administration of the Jack Petchey Achievement Award**

**Scheme**

1.1 To prepare and send Achievement Award materials to all new joiners

1.2 To support the Senior Grants Administrator in organising the mail out of Achievement Award materials twice a year

1.3 To respond to telephone, email and postal enquiries regarding the Achievement Award Scheme

1.4 To ensure materials are prepared for special Achievement Award presentation events

1.5 To support the Senior Grants Administrator in updating Achievement Award materials and standard communications

1. **To assist with data entry on Benefactor (the Jack Petchey Foundation grant making database)**
   1. To complete a daily Benefactor import
   2. To check that all details imported in new requests are correct

2.3 To run mail merge requests as requested by Senior Grants Administrator

2.4 To maintain and develop an accurate electronic and physical filing system

2.5 To support the Senior Grants Administrator in effectively overseeing management of grantee bank payment details

1. **To support the management of payments**

3.1 To support the Senior Grants Administrator to raise/cancel cheques &

organise electronic payments for the Achievement Award scheme in accordance with JPF procedure

3.2 To support the Senior Grants Administrator to ensure returned payments are entered onto the database accurately and highlighted to Head of Grants Team

3.3 To oversee the Petty Cash function and reconciliation with support from the Senior Grants Administrator

3.4 To research suppliers ensuring that the most cost effective and best value office stationary is purchased

3.5 To keep the stock inventory up to date

3.5 To support the Senior Grants Administrator with all general accounts enquiries

1. **To maintain the JPF young achievers contacts database**

4.1 To enter details of young award winners on to JPF’s young achievers database

4.2 To randomly select and notify monthly £50 prize winners

**5. To administer the Individual Grants for Volunteering Fund**

5.1 To upload all online applications into Benefactor (JPF’s grants database)

5.2 To verify all applicants’ details and where appropriate, score the application using JPF assessment criteria

5.3 To obtain applicants’ references

5.4 To pass grant assessment/recommendations to Head of Grants Team/Chief Executive Officer for final assessment prior to Trustee approval.

5.5 To manage the offer letter/payment and reporting for approved grant recipients.

5.6 To ensure all grant acceptance letters are recorded and filed accurately

6. **General administrative duties**

6.1 To be responsible for opening and distributing post on a daily basis

6.2 To ensure that the office is covered during working hours

6.3 To ensure all phone calls, email and written enquiries are dealt with efficiently

6.4 To undertake electronic and paper filing and maintain filing systems appropriately

6.5 To cover administration duties for the Senior Grants Administrator during holiday/absence

6.6 To process the first stage assessments of Leaders Award, Small Grants and Educational Visits

6.7 To support the Senior Grants Administrator in overseeing JPF email mailboxes with the numerous email accounts, ensuring that incoming messages are actioned and where appropriate forwarded to the relevant individual.

6.9 With support from the Senior Grants Administrator to ensure that undelivered emails are re-sent and, where necessary, contact details are reviewed

6.10 To assist with the administration for the Achievers Network programme.

7. **Other Responsibilities**

7.1 To contribute to Grants and JPF Team meetings

7.2 To minute meetings when requested

7.3 To provide telephone/email support and advice about JPF funding streams and alternative funders to enquirers

7.4 To act at all times within the ethos and policies of the Jack Petchey Foundation

7.5 To undertake any other tasks that may be agreed with the Senior Grants Administrator, Head of Grants Team or Chief Executive Officer

7.6 To cover typing and admin duties for the Chief Executive Officer during holiday/absence of P/A

7.7 To cover reception duties when required

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:

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: circa** £21K (after 6 months in post the postholder is eligible for the JPF bonus scheme)

**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
* 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. Excellent organisational, administrative and IT skills
3. An understanding of financial accounts (desirable)
4. The ability to be welcoming, 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. Excellent attention to detail

**Knowledge**

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

**Experience**

1. Of planning and working to targets
2. Of working with young people (desirable)

**Qualifications**

1. Administration Qualification (desirable)

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