**Background to the Post of Grants Administration Assistant**

**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 has invested over £124 million in youth organisations.

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

A key element of the Jack Petchey Foundation programme is the Achievement Award Scheme. This popular programme now operates more than 2000 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 achievements, 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, Panathlon Challenge and many more. The budget for 2020 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](http://www.jackpetcheyfoundation.org.uk)

Jack Petchey, now aged 94, 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 19 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 five 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 an Events Manager, an Events Coordinator and an Events Assistant.

The **PR/Comms Team** is led by the Head of Comms/PR working with a communications coordinator and an intern.

An organisational chart is available to download as a separate document.

**About the role**

The Jack Petchey Foundation has recently experienced a period of growth. This permanent post will provide support to the Senior Grants Administrator and the wider grants staff team.

The main tasks for the postholder will include being the initial point of contact for all telephone and email queries, responsibility for managing the generic email accounts, providing specific admin support in relation to the grants programmes such as the Achievement Award (AA) Scheme, undertaking initial application assessments of the IGFV programme and maintaining stock control of the AA materials as well as any other tasks that may arise.

The work demands a wide range of skills and a high degree of flexibility; the ability to manage your own workload within agreed targets; an eye for detail; good administration /office based skills and the ability to communicate confidently and present a positive external profile for the charity.

Some evening and weekend work may be required.

Please note, as stated on the Job Description, the post holder will work as part of the team from the Jack Petchey Foundation Headquarters.

**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 10th March 2020.**

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

**Interviews will be held on 19th March 2020**