

Background to the Post of Head of Grants Team (maternity cover)

About the Foundation

The Jack Petchey Foundation is a dynamic Foundation, set up in 1999 by Sir Jack Petchey to inspire and motivate young people and recognise them for their achievements. To date, the Foundation has invested over £133 million in young people across London and Essex. This is an exciting time to join our team, as we seek to ensure that young people across London and Essex continue to be recognised for their achievements and supported to be the best that they can be, despite the challenges presented by COVID-19.

Our Strategic Plan

Our Strategy for 2019-2021 foresaw growth and expansion of our work and impact, anticipating increased investment in youth organisations and programmes. Whilst we retain our ambition to deliver this growth in the long-term, in the immediate term we need to recognise and respond to the impact that COVID-19 has had on young people in London and Essex, as well as on the schools and youth organisations that work with them. This requires us to be agile and to work effectively with our partners to ensure we are playing our part in providing opportunities for young people to thrive now and in the future.

JPF's Small Grant Programmes

At the Jack Petchey Foundation we offer a range of programmes for schools, youth organisations and young people to help celebrate young people's achievements and provide them with opportunities for them to grow, develop, try new things and give back to others in their communities.

The Jack Petchey Foundation Achievement Awards scheme recognises, celebrates and rewards young people's achievements. Over 85% of Secondary Schools and 700 youth organisations across London and Essex participate in our flagship programme, collectively recognising over 12,000 young award winners each year.

In addition to the Achievement Award scheme, the post-holder will be responsible for overseeing the following programmes:

Leader Awards: recognising and celebrating staff and volunteers who go the extra mile to support young people.

Leader Award Grants: organisations that have recognised their leaders can apply for additional funds to enhance their work with young people.

Educational Visit Grants: supporting schools and youth organisations with the costs of making visits (e.g. to museums, theatres, exhibitions) to enable young people to learn outside the classroom (currently suspended due to COVID-19 restrictions).

Individual Grants for Volunteering: for young people who want to take part in a volunteering project in the UK or abroad (currently suspended due to COVID-19 restrictions).

Achievers Network: a 12 month learning and development programme for 30 young Achievement Award winners or Jack Petchey Speak Out Challenge/Step into Dance finalists.

As a member of the JPF Senior Management team, the post holder will contribute to developing and delivering JPF's Strategic Plan and to working closely with colleagues to ensure that we deliver outstanding opportunities for young people across London and Essex and place them at the heart of the work we do.

Our Values

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

- 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 staff

You will be joining a foundation made up of the following teams: Executive Team, Grants Team, Events Team and PR/Communications team. This role is part of the Senior Management Team alongside the Chief Executive Officer, Deputy Chief Executive, and Heads of Departments.

An organisational chart is included at the end of this document.

About the role

This is a one year maternity cover post. Hannah Ellis, the current Head of Grants Team, will provide a thorough handover to enable the maternity cover post-holder to have a flying start in the role. The post holder will be responsible for supporting the work of

the talented and experienced Grants Team (particularly the 3 Grants Officers, the Finance and Administration Manager and 1 freelancer delivering the Achievers Network programme) as well as identifying opportunities to increase membership of the Achievement Award (AA) Scheme and grow the small grants programmes. They will be responsible for delivering ongoing improvements to the JPF small grant programmes and processes and ensuring that the programmes continue to meet the needs of the organisations and young people that we serve. All schools and youth organisations are required to nominate a scheme coordinator to run the small grant programmes, and the Head of Grants Team is responsible for ensuring that scheme coordinators receive relevant communications to help run the scheme effectively and comply with grant and reporting requirements.

The Head of Grants Team will need to work closely with other colleagues across JPF, including in the Events team, to ensure that all AA award winners and scheme coordinators are invited to and attend our prestigious celebration events. Likewise, you will work closely with PR/Comms to promote the outstanding achievements of young people via our website, social media platforms and in the press, as well as produce online content and materials to support our grant programmes.

The post holder will lead on the Achievers Network programme, including line managing a freelance worker who delivers the programme on behalf of the Foundation. The programme is a year-long programme that provides a minimum of 30 young people (34 recruited in 2020) with structured personal development and leadership training. All participants will be either Achievement Award Winners or participants in our partner programmes such as Speak Out or Step Into Dance and will have been identified as potential future leaders. The programme consists of a residential and five training days. All participants are required to volunteer and be matched with a JPF mentor in order to graduate.

Youth Voice and participation is a key priority for JPF. In 2019, staff worked with a group of young people to establish the JPF Youth Consultation Panel. The Panel is made up of nine young people who have been through various JPF programmes. The YCP members are consulted in the creation and design of our grant programmes and play a critical role in grant assessments, making sure we fund the most relevant and effective programmes and that there are sufficient resources available to continue making a difference to young people. Reviewing and providing feedback on the delivery of our programmes, including our flagship Achievement Award Celebration Events, is also an integral part of their role. The post-holder will be responsible for supporting the YCP to represent and raise the voice of young people and help JPF amplify youth voice and youth contributions to society.

Finally, the post holder will support colleagues to identify improvements required for the second phase of our new Grants and Events database. The new database goes live on 1 January 2021 and will replace the Foundation's Benefactor database. The Head of Grants Team has been leading this project since Spring 2020. The incoming Head of Grants Team will work closely with the Deputy Chief Executive and grants team colleagues to identify and implement second phase developments.

This is an exciting opportunity for a dynamic individual with a commitment to young people, outstanding people management skills, experience of grant making or fundraising and with excellent communication, project management and delivery skills and a keen eye for detail. We are looking for someone with a strong commitment to the Foundation's values who can work collaboratively to make a significant contribution to the Jack Petchey Foundation and to the lives of young people across London and Essex.

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 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 **9 am on Monday 11 January 2021**.

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

Initial interviews will be held by Zoom videoconference on **Monday 18 January 2021**.

Second interviews will be held on **Wednesday 20 January 2021**, ideally in the office if social distancing and travel requirements permit.

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

