

Job Description

Job Title:	Head of Grants Team
Length of contract:	1 Year Maternity Cover
Responsible to:	Deputy Chief Executive
Location:	Canary Wharf, E14

Main Purpose of the Post

The main purpose of this role is to lead, supervise and support JPF's Grants Team and to deliver JPF's small grant programmes, including our flagship Achievement Award Programme, Leader Award Grants, Educational Visits Grants, Individual Grants for Volunteering and JPF's Achievers Network. The post holder will have lead responsibility for the majority of these small grant programmes and will manage and develop communication and relationships with our partner schools and youth organisations. They will also support the work of our Youth Consultation Panel, oversee our work with JPF alumni and champion youth involvement across the Foundation.

Purpose of Job

- To manage the work of the Grants Team (5 members of staff).
- To develop and oversee delivery of JPF small grants programmes, ensuring that they operate effectively, deliver value for money and provide outstanding opportunities for young people.
- To lead the Foundation's Achievers Network programme and Youth Consultation Panel and ensure the Foundation maintains relationships with alumni from JPF programmes.

This role reports to the Deputy Chief Executive and will support delivery of the Foundation's Strategic Plan. The post-holder has significant management responsibility (managing a team of 5 plus 1 freelancer) as well as being responsible for delivering a large number of small grants to schools and youth organisations across London and Essex. The post-holder will work closely and collaboratively with others in the wider team in order to deliver our strategic aims.

Main areas of responsibility

1. Leadership and Line Management

- Recruit, induct, manage and support grants team members, providing leadership for their administration and delivery of the Foundation's small grants programmes.

- Support the performance management and continuing professional development of the grants team.
 - Ensure consistency and high quality in the work delivered by the team.
- 2. Lead, implement and develop the portfolio of JPF Small Grant Programmes (Achievement Award, Leader Award, Leader Award Grants, Educational Visit Grants and Individual Grants for Volunteering)**
- Oversee timely, high quality and consistent grant assessment, approval, offer, delivery and reporting processes, ensuring that effective policies and systems are developed and implemented for all stages of the grant making process.
 - Ensure that the JPF small grant programmes operate effectively, deliver value for money, provide outstanding opportunities for young people and have demonstrable impact.
 - Support the grants team to continually improve the quality and effectiveness of JPF's systems, processes and programmes.
 - Ensure that JPF small programmes are promoted widely and effectively to the right audiences.
 - Act as Grants Officer for a small portfolio of schools and youth organisations operating the Jack Petchey Achievement Award scheme.
- 3. Oversee financial procedures, recording and monitoring for JPF Small Grant Programmes**
- Ensure all payments are made in accordance with JPF finance policies and procedures and are reflected in JPF financial accounts and cashflow planning.
 - Ensure accurate grant-making records are maintained on our previous (Benefactor) and current (Salesforce) grant making/events databases.
 - Oversee the development and provision of high quality grants administration systems and related processes for JPF small grant programmes.
 - Ensure quality and consistency across and within programmes, including by quality assuring Grants Officer monitoring visits.
 - Ensure grants are used appropriately and effectively, implementing the JPF Anti-Fraud policy and taking prompt action when required.
 - Work collaboratively with colleagues to develop and implement effective monitoring and reporting systems.
 - Provide reports on small grant programme activity – monthly for supervision, quarterly for the JPF Board, and annually for JPF annual report and audit.
- 4. Deliver effective communications with JPF AA Coordinators/young award winners and other key beneficiaries**
- Work with colleagues to develop and implement the JPF communication plan.
 - Oversee communications with the JPF AA coordinators/beneficiaries ensuring that communications are coordinated and contain consistent messaging.
 - Ensure that web pages relating to small grant programmes are user-friendly and accurate.
 - Support the grants team to identify inspiring stories and case studies.

- Promote the wider work of the Jack Petchey Foundation to AA Coordinators, ensuring awareness of JPF's partnership programmes (e.g. the Jack Petchey Speak Out Challenge, Step into Dance, Panathlon, Schools Table Tennis Challenge etc.).

5. Promote opportunities for youth leadership, youth participation and youth voice

- Oversee delivery of the JPF Achiever Network (AN) leadership development programme with high quality training and mentoring that reflects best practice in youth work.
- Ensure that the AN Young Achievers are engaged in the delivery of JPF programmes – including as ambassadors/VIP hosts at events.
- Develop and oversee implementation of JPF's youth participation strategy, championing opportunities for young people to be involved in all areas of the Foundation's work.
- Support and facilitate the work of the Youth Consultation Panel.
- Work with communications colleagues to produce a youth voice newsletter and communication with JPF alumni.

6. Support the development of the JPF Grants/Events database

- 6.1 Support Foundation staff to use the Salesforce Grants/Events database, supporting super-users across the Foundation and obtaining support and training from the developer where required.

7. Contribute to the overall strategic development of the Jack Petchey Foundation

- 7.1 Alongside other senior managers, play a leadership role in promoting the Foundation's values and in developing and delivering JPF's strategy and representing JPF at external events, deputising for the Executive Team as appropriate.
- 7.2 Contribute to budget setting and management, with budgetary responsibility for the JPF small grant programmes.
- 7.3 Work collaboratively with senior colleagues responsible for the Foundation's Open Grants, Project and Partnership Grants, Internships and Discretionary Grants to ensure a consistent and jointed up JPF approach to grant making.

These are the normal duties which the charity requires. 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 bright, modern office in Canary Wharf (social distancing-permitting and with remote working as required by the current COVID restrictions) 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 Road, London, E14 8JJ (the team is predominantly working from home at the time of writing due to Covid-19).
- 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 public holidays (plus any agreed discretionary office closure over Christmas and New Year and 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:** £46,000 - £50,000
- Pension:** If the post holder is over 21, they will be auto-enrolled into the JPF pension scheme but may request to opt out.

Additional employee 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.

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

Person Specification

To be explored at Application (A), Interview (I) and Test (T).

Qualities, Attitudes and Values

Strong and demonstrable commitment to JPF's vision, mission and values.	I
A positive attitude and a willingness to take on new challenges.	I
A commitment to personal development.	I
A drive for excellence and identifying opportunities for improvement.	I
A passion for working with young people from diverse backgrounds and putting them at the heart of the Foundation's work.	I

Skills

Excellent people management skills.	A, I, T
Outstanding verbal and written communication skills.	A, I, T
A keen eye for detail.	T
Superb organisational, administrative and IT skills.	A, I, T
Ability to juggle multiple tasks and complete work within fixed deadlines.	A, I, T
Ability to ask searching questions and make a judgement about the capacity of organisations and projects.	A, I, T
Ability to analyse and synthesise and process large amounts of information in a logical matter.	I, T

Knowledge

Of the strengths and challenges facing the youth and education sectors in London and Essex.	A, I
Of charity law, governance and finance requirements (D).	A

Experience

Of grant-making and/or fundraising.	A, I
Of work in the charitable or youth sectors	A, I
Of contributing to strategy development and delivery.	A, I
Of setting up and working with databases to generate reports (D).	A, T
Of developing and managing high quality projects.	A, I
Of presenting and public speaking.	A, I
Of working with young people (D)	A, I

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