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| Grants Administrator Job Description |

## Job Title: Grants Administrator

## Responsible to: Finance and Administration Manager

## 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 £133 million in young people across London and Essex.

Our flagship programme is the Achievement Award scheme which operates in state secondary schools and youth organisations across London and Essex. Each year c12,000 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 provide effective administrative support for the organisation and to ensure the smooth running of JPF’s grants programmes, in particular the Achievement Award scheme, JPF’s other small grant programmes, the Jack Petchey Internship Programme and Open Grants Programmes. The post holder will be a member of the Grants Team and will be required to work closely with colleagues across the Foundation.

## Purpose of Job

## Main areas of responsibility

1. **Provide administrative support for JPF’s Achievement Award scheme and other associated small grant programmes.**

1.1 Prepare and send Achievement Award materials to all new joiners and organise the general AA mail-outs twice a year.

1.3 Respond to telephone, email and postal enquiries about JPF’s grant programmes and manage the JPF general e-mail accounts.

1.4 Review Achievement Award and other programme materials and communication templates regularly and work with colleagues to ensure they are accurate and up to date, including the AA toolkit.

1.5 Ensure the AA toolkit is kept up to date and is in line with JPF branding.

1. **To keep accurate records on JPF systems (including the database, Salesforce)**
	1. Run periodic data checks on the database, correcting errors and supporting colleagues to maintain accurate records.

2.3 Run mail merge requests as requested by the Finance and Administration Manager.

2.4 Maintain and develop an accurate and effective electronic and physical filing system.

2.5 Support the Finance and Administration Manager with accurate recording of grantee bank payment details.

2.6 Be a super-user of the Salesforce database and liaise with the providers as required.

2.7 Play a lead role in ensuring the Salesforce database is accurate.

2.8 Provide training for JPF staff, as required, on using the Salesforce database.

2.9 Generate lists and reports from the Salesforce, as requested.

1. **Support the management of payments**

3.1 Support the Finance and Administration Manager to process payments.

3.2 Support Grants Officers to record returned payments on the database accurately and highlight them to Grants Officer.

3.3 Support the Finance and Administration Manager with all general accounts enquiries.

1. **Monthly AA Prize Winner**

4.1 Randomly select, notify and make payment to monthly AA £50 prize winners.

 **5. Provide administrative support for JPF programmes**

5.1 Support the Leader Awards and Leader Award Grants processes

5.2 Work with the Head of Partnerships to administer the Open Grant and Internship Programmes, including creating application forms, verifying contact details, ensuring eligibility criteria is met, processing bursary requests and supporting with assessment and reporting.

5.3 Support the Head of Partnerships in organising, booking and managing catering/dietary requirements for partnership, internship and grantee events.

5.4 Assist with the administration of the Achievers Network programme, including administration for the selection day and formatting and sending out AN materials.

5.5 Ensure accurate records are kept of all grant applications and reports for all programmes.

5.6 Play a leading role in implementing other small grant programmes as agreed (recording information on Salesforce, verifying all applicants’ details, taking references and scoring applications using JPF assessment criteria, preparing documents for trustee approval, processing grant offers, receiving reports and liaising with the Communications Officer to publicise grantees’ work where appropriate.)

**6. General administrative duties**

6.1 Ensure the office is covered during working hours.

6.2 Be responsible for opening and distributing post on a daily basis.

6.3 Ensure all phone calls, email and written enquiries are dealt with efficiently.

6.4 Manage JPF’s generic email mailboxes, ensuring that incoming messages are actioned and where appropriate forwarded to the relevant individual.

6.5 Re-send undelivered emails and update contact details on the database.

6.6 Carry out electronic and paper filing and maintain filing systems appropriately.

6.7 Cover for the Finance and Administration Manager during holiday/absence.

6.8 Be responsible for ensuring that JPF implements a rigorous COVID secure programme of cleaning and hygiene, including weekly sanitising of agreed areas.

6.9 Purchase office supplies and keep stationary, AA materials, cleaning supplies, refreshment/kitchen supplies and first aid stock inventory up to date.

6.10 Maintain office signage, including COVID signage and replace as required.

6.11 Arrange for adding/removing photographs of incoming/outgoing staff on the Dockmaster’s House staff noticeboard and JPF website.

7. **Other Responsibilities**

7.1 To actively contribute to Grants and JPF Team meetings.

7.2 To produce agendas and minute Grants Team meetings and other meetings as required.

7.3 Provide telephone/email support and advice about JPF funding streams and alternative funders to enquirers.

7.4 Act at all times within JPF’s ethos and policies and implement JPF values in your day to day work.

7.4 Undertake any other tasks/projects that may be agreed with the Finance and Administration Manager or a member of the Senior Team.

7.5 Cover typing and admin duties for the Executive Team during holiday/absence of the Executive Assistance.

7.6 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 predominantly 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 may 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, plus three additional discretionary days during the Christmas office closure and an 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**:** £21,000- £23,500

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

Person Specification

**Qualities, Attitudes and Understanding**

1. Ability to self-manage workload (essential)
2. Flexible and interactive team player (essential)
3. Enthusiasm and a willingness to take on new challenges (essential)
4. Strong commitment to JPF’s vision, mission and values (essential)
5. Honesty and integrity

**Skills**

1. Strong verbal and written communication skills (essential)
2. Excellent organisational, administrative and IT skills (essential)
3. Good numeracy skills (essential)
4. An understanding of financial accounts (desirable)
5. Ability to record information in an accurate, clear and concise way (essential)
6. Ability to ask searching questions and make a judgement about the capacity of organisations & projects (desirable)
7. Excellent attention to detail (essential)

**Knowledge**

1. Some knowledge of, or the capacity to learn about the challenges and opportunities facing young people in London and Essex (desirable)
2. Some knowledge of youth organisations, youth provision and the youth sector (desirable)
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 (essential)
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.

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