# Background to the Post of Grants Administrator

## 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 £143 million in young people across London and Essex. This is an exciting time to join our team, as we implement our strategy to ensure that young people across London and Essex are recognised for their achievements and supported to be the best that they can be.

## 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. While we retain our ambition to deliver this growth in the long-term, in the immediate future we need to respond to the impact that COVID-19 has had on young people in London and Essex, as well as on the organisations that support 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.

## 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 people’s 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

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

The post holder will be a member of the Grants Team and will be line managed by the Finance and Administration Manager with whom they will work closely. They will also work closely with the Head of Grants, Head of Partnerships and other colleagues across the Foundation.

## About the role

This permanent post will provide support to the Finance and Administration Manager and the wider grants staff team. On occasions it will be necessary to support other parts of the organisation with administrative tasks.

The main tasks for the post holder 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 post holder will also be responsible for arranging weekly and periodic payments

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; confidence using our cloud-based database, Salesforce; basic numeracy; and the ability to communicate confidently and present a positive external profile for the charity.

Whilst the post is predominantly office based working office hours, on rare occasions evening and weekend work may be required to meet Foundation’s needs.

Please note, as stated on the Job Description, the post holder will work as part of the team, predominantly 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 Jack Petchey Foundation values. The details you provide on the application are the only details we will use to shortlist for the post. Please do not send CVs. Applications should be returned to the Foundation by Midday on Thursday 5th August 2021.

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

Interviews will be held by Zoom videoconference week commencing 16th August 2021

JPF strives to be diverse and inclusive place where we can all be ourselves. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background, who are currently underrepresented on JPF’s staff team.

### GRANTS OFFICER

### HEAD OF EVENTS

### FINANCE AND ADMINISTRATION MANAGER

D&R

### CHIEF EXECUTIVE OFFICER

### GRANTS OFFICER

### GRANTS OFFICER

### BOARD OF TRUSTEES

### 1 x Chair/Trustee

### 4 x Trustees

### CHAIR OF GOVERNORS

### PETCHEY ACADEMY

### GRANTS ADMINISTRATOR

HEAD OF GRANTS TEAM

### EVENTS COORDINATOR

### HEAD OF PROJECT GRANTS

### COMMUNICATIONS AND PR OFFICER

DEPUTY CHIEF EXECUTIVE

### HEAD OF PARTNERSHIPS

### EXECUTIVE ASSISTANT