

Grants Officer x 2

1 covering West and North West London

**1 covering East London & Uniformed
Organisations**



Application Pack

January, 2022

www.jackpetcheyfoundation.org.uk

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Foreword



I'm delighted that you're considering joining the Jack Petchey Foundation team!

Working at the Foundation isn't the same as having just any job. We're a Foundation focused on positivity, on making a difference, and on helping young people to believe in themselves and be the best that they can be. These are the things that make coming in to work a joy for me and for our wonderful team.

Sir Jack Petchey CBE established the Foundation in 1999, and is immensely proud of all that we have achieved. We have grown from humble beginnings in East London, to investing c£10 million each year in youth programmes for schools and youth clubs across London and Essex. We are ambitious for the young people we serve, and want to make even more of a positive difference to their lives – by providing them with opportunities and by celebrating their successes. Sir Jack's saying "if you think you can, you can" epitomises our belief that anyone can achieve if they put their mind to it!

Our team is skilled, fun, inclusive, welcoming and supportive – and we strongly aspire to reflect the wonderful diversity of the communities we serve. We very much welcome applications from males, people from black, asian and minority ethnic backgrounds, as well as people with disabilities who are currently underrepresented in our team .

If you like the sound of this role, we'd love you to apply! We promise you a positive interview experience and a warm welcome when you arrive.

With all good wishes,

Trudy

Trudy Kilcullen MBE
Chief Executive Officer



About Us

About the Foundation

The Jack Petchey Foundation is a dynamic Foundation, set up in 1999 by Sir Jack Petchey CBE to inspire and motivate young people and recognise them for their achievements. To date, the Foundation has invested over £145 million in young people across London and Essex.

This is an exciting time to join our team, as we work 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 Strategy

Our Strategy for 2019-2021 aimed for growth and expansion of our work and impact, anticipating increased investment in youth organisations and programmes. While we retain this ambition, in the immediate future we continue to respond to the impact that COVID-19 has had on young people across 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 provide a wide range of outstanding opportunities for young people to thrive now and in the future.

Our Five Strategic Aims are:

- 1 Invest** – we will invest in youth organisations and programmes that represent value for money and create inclusive and positive opportunities for young people to engage, excel and achieve.
- 2 Instigate** – in response to young people's needs, we will identify gaps in current education or youth work practice and seek to instigate high impact, high profile programmes that give young people the opportunity to develop new skills and experiences to fulfil their potential in line with our mission and values.
- 3 Inspire** – through public celebration and reward we will inspire young people to achieve more. We will promote good news about young people in the media, highlight the positive things that young people achieve and challenge negative portrayals of youth in our society.
- 4 Influence** – we seek to change the way that society sees, values and treats young people. We will work with those who work with young people, joining with them to strengthen the sector and to shape and influence youth policy. We will amplify youth voices, ensure young people's views are communicated and promote their leadership within society. In line with Sir Jack's motto, the focus of our work will be on developing self-belief, positivity and 'giving something back'.
- 5 Infrastructure** – we will strengthen our infrastructure and work as efficiently and effectively as possible to deliver our mission.

Our Values

The Jack Petchey Foundation values stem from Sir Jack's own vision and values. Our staff embody these values in our day-to-day work and they are central to all that we do. We seek to:

- 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' voices 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.

Our Programmes

Our flagship programme is the Jack Petchey Achievement Award scheme, which runs in grassroots youth clubs, youth organisations, secondary schools and uniformed organisations across London and Essex. The programme celebrates young people's achievements and awards a small grant of £300 to the organisations they belong to, for the young person to decide how to spend.

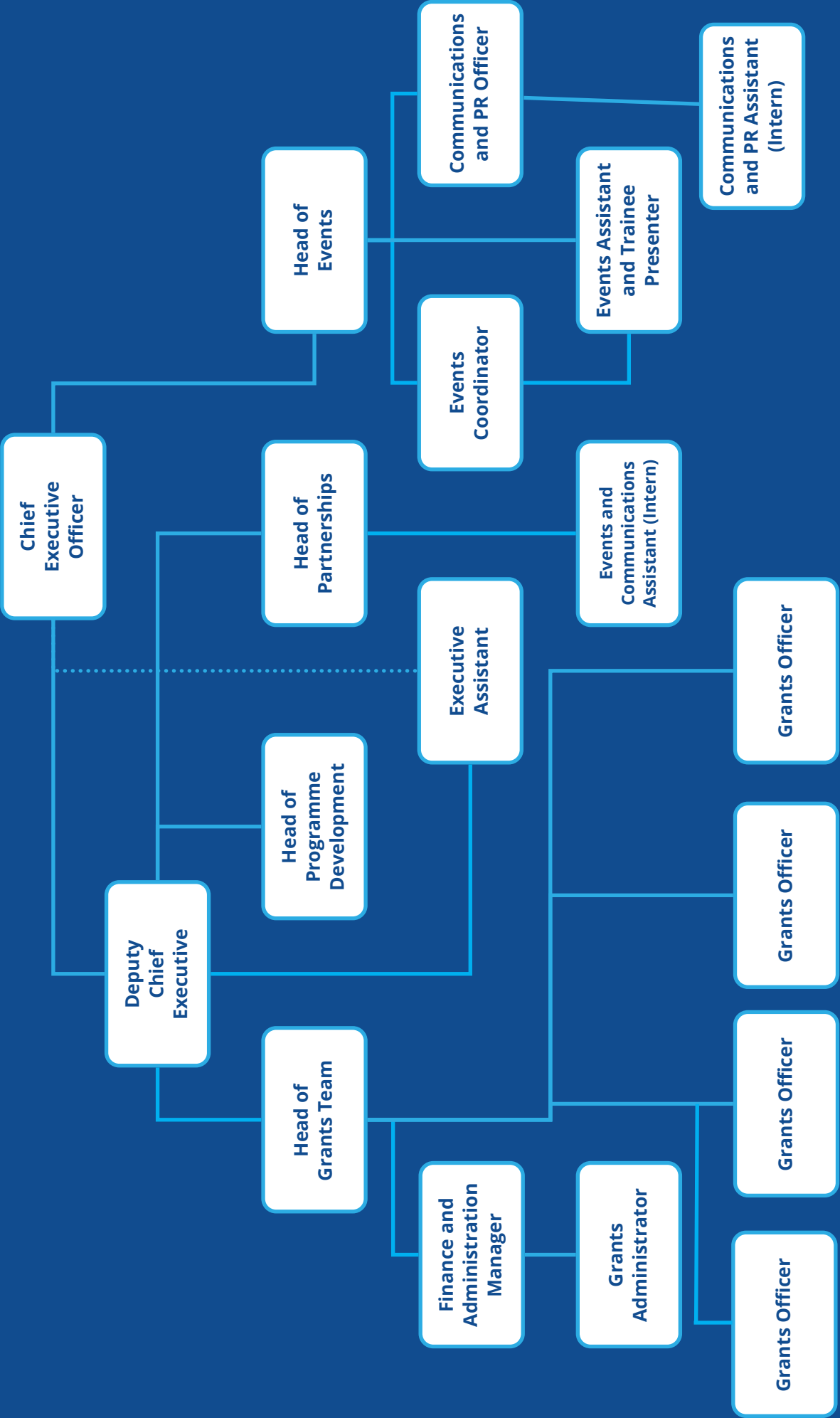
We run several other grant schemes which recognise grass-roots youth workers and school staff and provide additional opportunities for the young people they work with. These include our Leader Award Grants, Educational Visits Grants, Individual Grants for Volunteering and the Jack Petchey Internship Scheme. We work closely with partners to deliver a range of outstanding opportunities and competitions for young people in areas ranging from dance to singing, science to sport, maths to engineering, public speaking to vlogging and more!

Celebration events are a major part of what we do, as we inspire and motivate young people, celebrate their successes and raise their aspirations. Although our events have largely been digital during the pandemic, they've remained uplifting and we're excited to be re-introducing our popular face to face events!





Our Team



The Opportunity

Job Title	Responsible to
Grants Officer x 2	Head of Grants Team
1 West and North West London	Location
1 East London and Uniformed Groups	Canary Wharf, E14

About the Role

The primary focus of the Grants Officers is to support schools and youth organisations to operate the Jack Petchey Achievement Award scheme effectively and to assist in the promotion, growth and delivery of this and other JPF grant programmes within their location.

The Achievement Award Scheme is JPF's flagship programme, with almost 2,000 schemes in over 1,500 schools, colleges and youth organisations (including uniformed groups) throughout London and Essex. Through the programme, we invest millions of pounds each year to support young people and youth work.

We are currently recruiting for two positions. One will cover West and North West London, whilst the other will cover East London and look after our Uniformed Groups Umbrella Scheme (Scouts, Guides, Air Cadets, Sea Cadets and other uniformed groups).

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 achievement, not just the clever and the gifted but to recognise the effort involved in 'doing your best'.

The post holders will manage delivery of the Achievement Award Scheme and associated small grants programmes to benefit young people. They will work as part of a team of 4 grants officers who between them cover all of London and Essex. They will each be responsible for maintaining positive relationships with c400 schools and youth organisations. Both roles will involve significant travel to schools and youth organisations within their defined areas, as we support schools and youth organisations to grow the programme after the challenges of recent lockdowns.

The primary responsibilities of the work will be:

- To promote and strengthen the Jack Petchey Achievement Award scheme and associated programmes (Leader Award Grants, Educational Visits, Partnership Programmes) in schools and youth organisations in London and Essex.
- To support schools and youth organisations to administer the Jack Petchey Achievement Award Scheme to a high standard and maximise the positive impact it has on young people.
- To ensure that schools and youth organisations make use of all the small programmes and partnership programmes associated with the Jack Petchey Achievement Award Scheme.
- To ensure that accurate data is recorded on all JPF systems.
- To ensure that young people are recognised and celebrated for their achievements and provided with opportunities to be the best that they can be.

About You

This is an exciting opportunity to join us as we grow our work as a Foundation. You will have an opportunity to use and develop a wide range of skills in a dynamic team that is committed to maximising our positive impact on young people.

The role demands a wide range of skills and a high degree of flexibility. We are seeking an efficient, highly organised team member with excellent communication skills and a passion for our work. You will need to be able to manage your own workload within agreed targets, to maintain a programme of planned visits while responding to new developments. You will possess an eye for detail, good administration skills and the ability to communicate confidently and present a positive external profile for the charity. Evening and weekend work will be required to meet the demands of this role.

Main Areas of Responsibility

1 To develop, manage and promote the Jack Petchey Achievement Award Scheme and other JPF opportunities.

- 1.1. Identify schools and youth organisations not currently running the scheme and proactively promote the Achievement Award (AA) scheme to them, following up as required.
- 1.2. Receive, assess and process all grant applications to join the AA scheme, in accordance with JPF policies and procedures.
- 1.3. Attend, participate and assist with delivery of digital and face-to-face Achievement Award presentation celebration events, including making a speech to congratulate the young people.

2 Quality Assurance for the Jack Petchey Achievement Award Scheme

- 2.1. Support schools and youth organisations on the Jack Petchey Achievement Award scheme to operate the scheme to the highest possible standard so that it has the greatest possible positive impact on young people.
- 2.2. Implement a programme of face-to-face and digital monitoring visits to schools and youth organisations on the Jack Petchey Achievement Award scheme, to ensure that JPF funding is well spent and to identify opportunities to improve delivery.
- 2.3. Provide timely support to organisations so that they are able to run the Achievement Award scheme effectively.
- 2.4. Organise and deliver digital and in-person events to support schools and youth organisations to operate the Jack Petchey Achievement Award scheme effectively.

3 To administer the Jack Petchey Foundation grant making process

- 3.1. Ensure accurate records are kept on the Foundation's database (Salesforce), including up to date contact details for all groups and records of communication with groups in receipt of or applying for grants.
- 3.2. Approve/authorise payment of AA grants and related programmes in accordance with JPF policies.
- 3.3. Ensure appropriate grant reporting by schools and youth organisations and negotiate return of funds where a grant has not been used in accordance with conditions.
- 3.4. Proactively manage risk, being alert to potential fraud.
- 3.5. Ensure that clubs and groups receive all necessary materials to operate the Achievement Award scheme effectively.
- 3.6. Assess and approve Leader Award applications in accordance with JPF policy.
- 3.7. Assess and approve Leader Award Grant and Educational Visit grant applications.

- 3.8 Provide regular reports on the work for the Head of Grants Team, Chief Executive Officer and the JPF Board as required.

4 To promote the wider work of the Jack Petchey Foundation to schools and youth groups

- 4.1 Identify case studies and other stories and material that can be used for JPF communications, supporting communications team colleagues to raise awareness of our opportunities and impact.
- 4.2 Represent JPF at digital and physical events to promote JPF's small programmes and other opportunities.
- 4.3 Support and promote JPF's partnership programmes, for example the Jack Petchey Speak Out Challenge, Step into Dance, Panathlon and First Give.
- 4.4 Contribute to the assessment of major grant programmes as requested by the Head of Grants Team.
- 4.5 Assist with digital and face-to-face monitoring and reporting in relation to groups that have received a JPF Project Grant or other JPF funding.

5 Other Responsibilities

- 5.1 Actively contribute to Grants and JPF Team meetings.
- 5.2 Take a lead on specific projects as agreed within the grants team.
- 5.3 Provide telephone/email support and advice about JPF funding streams to existing grantees or potential applicants.
- 5.4 Act at all times within the ethos and policies of the Jack Petchey Foundation and implement JPF values in your day to day work.

These are the normal duties 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.

The post holder will work as part of the wider team from the Jack Petchey Foundation Headquarters in Canary Wharf with some home working possible within the framework of the JPF Hybrid Working Policy. You will be required to travel within your geographical patch to conduct visits and attend events and meetings.

What You Can Expect in Return

We will ensure you have all the equipment you need to work from our light, modern office in Canary Wharf. You will 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:

Opportunity for hybrid home/office working after probationary period. This post has been assessed as requiring a minimum presence of 2 days per week in our Canary Wharf office.

Hours:

Office hours are 9am – 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:

20 days plus bank holidays and three additional discretionary days during the Christmas office closure.

Probationary Period:

6 months.

DBS:

This post is subject to a satisfactory DBS disclosure.

Salary:

£28,740

Pension:

If the post holder is over 21, they will be auto-enrolled into the JPF pension scheme but may request to opt out.

Learning and Development:

JPF is committed to developing all staff and has a comprehensive Learning and Development Policy.

Start/Length of Contract:

Permanent

JPF is an Equal Opportunities Employer and we seek to build a team that reflects the diverse communities that we serve. We particularly welcome applications from black and minority ethnic candidates as they are currently under-represented in our team.

Person Specification and Shortlisting Criteria

All criteria listed below are deemed essential unless otherwise stated.

Qualities, Attitudes and Values

Ability to self-manage workload	
Flexible and interactive team player	
Enthusiasm and a willingness to take on new challenges	
Strong commitment to JPF's vision, mission and values	
Honesty and integrity	
Ability to relate to young people from diverse backgrounds	

Skills

Strong verbal and written communication skills	
Superb organisational, administrative and IT skills	
An understanding of financial accounts	
The ability to be courteous but assertive in dealing with people at all levels inside and outside the organisation	
Ability to record information in an accurate, clear and concise way	
Ability to ask searching questions and make a judgement about the capacity of organisations and projects	
A keen eye for detail	

Knowledge

Of the challenges and opportunities facing young people in London and Essex	
Of youth organisations, youth provision and the youth sector	
Of uniformed organisations (for the uniformed organisations GO role) (desirable)	
Of grant-making processes (desirable)	

Experience

Of planning and working to targets	
Of presenting/public speaking	

Qualifications

Educated to degree level or a youth work qualification (desirable)	
Hold a valid driving license and have access to a vehicle for visits (desirable)	

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

How to Apply

About the Application Form

Please download and fill out the form from [our website](#) and email it to rhives@jackpetchey.org.uk and complete the [diversity monitoring](#) form by **9 am on Monday 31 January 2022**.

Please do not send CVs. In your application form, please be sure to demonstrate evidence of all the attributes/skills/knowledge/experience required.

Please specify whether you are applying for the North/North West London role or the East London/Uniformed Organisations role or for either role.

For more information about the Foundation, visit our website:
www.jackpetcheyfoundation.org.uk/

The Next Steps

Interviews will be held at the Jack Petchey Foundation Office on Wednesday 9 February 2022

We aim to contact all shortlisted candidates at least a week before the interviews. We regret that due to resource limitations, we are unable to contact applicants who are not shortlisted for interview.

JackPetchey
Foundation



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