

Head of Grants Team



Application Pack

May 2022

www.jackpetcheyfoundation.org.uk

Contents

Foreword from our Chief Executive	3
About Us	5
About the Foundation	5
Our Strategy	5
Our Values	5
Our Programmes	6
Our Team	9
The Opportunity	10
About the Role	10
About You	10
Main Areas of Responsibility	11
What You Can Expect in Return	13
Person Specification and Shortlisting Criteria	14
How to Apply	15
How to Apply	15
The Next Steps	15

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 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,

Gemma

Gemma Juma
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 £150 million in young people across London and Essex.

This is an exciting time to join our team, as we embark on our new three year strategy and 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 2022-2024 will be driven by our desire to **focus** our work on the things that matter most and have greatest positive impact, **sharpen** our existing programmes and approaches so that we are the best that we can be; and **reach** more young people, schools and youth organisations than ever before. We will support the youth sector to strengthen and respond to the impacts that Covid-19 has had on young people across London and Essex, as well as on the organisations that support them. In doing this, we will continue 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 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** - We will work with young people to identify gaps in the opportunities available to them. We will develop high impact, high profile programmes to fill those gaps and give young people opportunities to develop new skills and experiences and to fulfil their potential.
- 3 Inspire** - Through public celebration and reward we will inspire young people to achieve more. We will blend digital and face-to-face approaches, promote good news about young people, highlight the positive things that young people achieve and challenge negative portrayals of young people in our society.
- 4 Influence** – We seek to change the way that society sees, values and treats young people. We will work alongside young people to strengthen the youth sector and to shape and influence youth policy. We will amplify youth voices, ensure young people’s views are heard and will promote their leadership within society.
- 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!



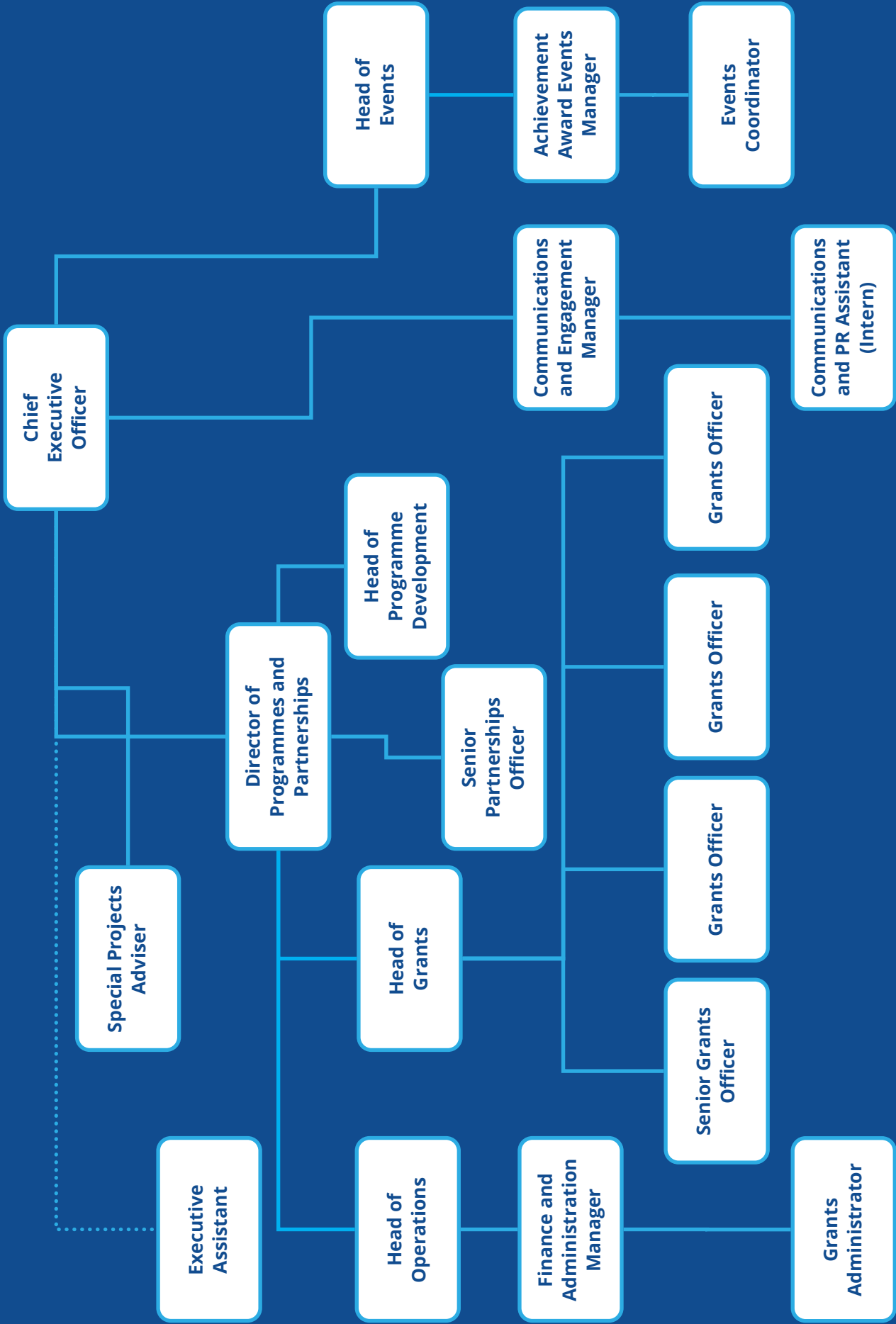


**Jack Petchey
Foundation**
Inspire • Motivate • Achieve 18 YEARS



KÜSCHAL





The Opportunity

Job Title	Responsible to
Head of Grants Team	Chief Executive Officer
	Location
	Canary Wharf, E14

About the Role

The main purpose of this role is to lead, inspire, supervise and support Jack Petchey Foundation's Grants Team and to ensure that Jack Petchey Foundation's Small Grant programmes - including our flagship Achievement Award Programme, Leader Award Grants, Educational Visits Grants, Individual Grants for Volunteering and JPF's Achiever Network - operate effectively and grow in reach and impact. We expect to award £4.3m in these grants in 2022.

The post holder will have lead responsibility for these small grant programmes and will ensure that positive and effective relationships and communications are maintained with our partner schools and youth organisations.

They will also oversee and champion youth involvement across Jack Petchey Foundation (JPF), including supporting the work of our Youth Consultation Panel and overseeing our work with JPF alumni.

As a member of the JPF Senior Management Team, the post holder will also play an active role in the management and leadership of the Jack Petchey Foundation.

The main purpose of the job is

- To manage the work of the Grants Team (4 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 oversee and champion youth involvement across the Foundation, including leading JPF's Achievers Network programme and Youth Consultation Panel and ensure the Foundation maintains relationships with alumni from JPF programmes.

This role reports to the Director of Programmes and Partnerships and will support delivery of the Foundation's Strategic Plan. The post-holder is responsible for managing a Grants Team of 4 (plus 1 freelancer) and the team's delivery of 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.

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 project management, management, grant making and communication skills in a dynamic team that is committed to maximising our positive impact on young people.

We are seeking an efficient, highly organised team member with excellent people management, communication and leadership skills and a passion for our work. You will have strong digital skills and be comfortable using data to improve performance. You will have a track record of setting and achieving ambitious targets in your work and of motivating staff to be the best that they can be. You will need to be able to manage your own workload within agreed targets, to maintain a programme of planned activities while responding to new developments. You will possess an eye for detail, good administration skills, excellent judgement and the ability to communicate confidently and present a positive external profile for the charity.

Main Areas of Responsibility

1 Leadership and Line Management

- Recruit, induct, line manage, motivate and support Grants Team members (1 x Senior Grants Officer, 3 x Grants Officers), providing leadership for their delivery of the Foundation's small grant programmes.
- Develop a high performing and self-aware team with a commitment to high standards and to continuing professional development.
- Ensure consistency and high quality in the work delivered by the Grants Team, including in relation to safeguarding responses and procedures.

2 Lead, implement and develop JPF's Small Grant Programmes (Achievement Award, Leader Award, Leader Award Grants, Educational Visit Grants and Individual Grants for Volunteering) and occasional Open Grants programmes

- Develop and lead an inclusive growth strategy for the JPF Small Grant programmes, to increase the number of schools and youth organisations participating in each programme and the number of grants made
- Ensure that the JPF Small Grant programmes operate effectively, deliver value for money, provide outstanding opportunities for young people from all sections of the community and have demonstrable impact.
- Oversee timely, high quality and consistent grant assessment, approval, offer, delivery and reporting processes
- Ensure that effective policies and processes are developed and implemented for all stages of the grant making process
- Support the Grants Team to continually improve the quality and effectiveness of JPF's systems, processes, programmes, working closely with Operations and Administration colleagues to do so.
- Advise and support the development/management of new Small Grant programmes and occasional Open Grants programmes as required
- Ensure that JPF Small Grant programmes are inclusive and are promoted widely and effectively.
- 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 database (Salesforce).
- Work closely with the Operations and Administrations colleagues (Head of Operations, Finance and Administration Manager, Grants Administrator) to ensure effective financial and process management of the Small Grant programmes.
- Ensure quality and consistency across and within the Small Grant programmes, including by quality assuring Grants Officer communications and 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 1:1s, quarterly for the JPF Board, and annually for JPF annual report/audit and for the JPF Annual Impact Report.

Main Areas of Responsibility (continued)

4 Deliver effective communications with JPF Achievement Award Coordinators/young award winners and other key beneficiaries

- Work with colleagues to develop and implement an effective JPF communication plan which responds to user needs.
- Oversee communications with the JPF Achievement Award 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 for use in external communications
- Promote the wider work of the Jack Petchey Foundation to Achievement Award 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 Oversee and champion youth involvement across JPF

- 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 and lead on efforts to integrate youth voice into the development of JPF's programmes
- Oversee the JPF Achiever Network (AN) leadership development programme for young people, and recruit/manage freelance staff working on the delivery of the programme
- Support and facilitate the work of JPF's Youth Consultation Panel
- Ensure JPF maintains relationships with alumni from JPF programmes and work with communications colleagues to produce a youth voice newsletter and effective communication with JPF alumni.

6 Contribute to the overall strategic development of the Jack Petchey Foundation

- Alongside other senior managers, play a leadership role in promoting the Foundation's values and in maximising the impact that JPF's work has on young people.
- Contribute to budget setting and management, with budgetary responsibility for the JPF Small Grant programmes.
- Work collaboratively with senior colleagues responsible for the Foundation's Project and Partnership Grants, Internships and Discretionary Grants to ensure a consistent and joined up JPF approach to grant making
- Represent JPF at external events, deputising for the Executive Team as appropriate.

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, as agreed with the Director of Programmes and Partnerships.

You will be required to travel within London and Essex to attend visits, events and meetings, including at weekends and in evenings.

What You Can Expect in Return

You will work from our bright, modern office in Canary Wharf and be part of a friendly and committed team, with the option to work two days a week remotely. 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:

Office hours are 9am – 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:

25 days (including 3 days off between Christmas and New Year), plus public bank holidays. 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:

£49,768—£53,829

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 contract, to commence by early September 2022.

Staff Benefits:

After 6 months' employment and successful completion of the probationary period, additional benefits 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 and two days' paid leave for volunteering.

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 young black and minority ethnic candidates as they are currently under-represented in our team.

Person Specification and Shortlisting Criteria

To be explored through Application (A), Interview (I) or Test (T) as shown in left hand column.

Qualities, Attitudes and Values

I	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 demonstrable commitment to working with young people from diverse backgrounds and putting them at the heart of the Foundation's work.	
I	A commitment to equality, diversity and inclusion	

Skills

A,I,T	Excellent people management skills.	
A,I,T	Outstanding verbal and written communication skills.	
T	A keen eye for detail.	
A,I,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 and to use data to develop strategy and drive improvements	

Knowledge

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

Experience

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

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

How to Apply

To apply please send a CV and covering letter to rhives@jackpetchey.org.uk by 9am on Monday 13th June 2022.

Please also fill in the [diversity monitoring](#) form.

In your covering letter:

- Please demonstrate evidence of all the skills/knowledge/experience marked 'Application' in the 'Person Specification', drawing on experienced from employment, voluntary work or elsewhere
- Please include your current salary and, if appointed, when you would be able to start the role
- Whether you are subject to any conditions relating to your employment in this country
- Whether you need us to make any adaptations for your interview to accommodate any disability you may have.

The Next Steps

We will contact all shortlisted candidates the week before the next stage of the application process.

First round interviews will be held on Tuesday 21st June 2022.

Second round interviews are likely to be held on Thursday 23 June 2022.

Interviews will be held at the Jack Petchey Foundation office at Dockmaster's House, 1 Hertsmere Road, London E14 8JJ

For more information about the Foundation, visit our website:

www.jackpetcheyfoundation.org.uk/

JackPetchey
Foundation



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Registered Charity No: 1176221

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