

Director of Grants and Operations



**Application Pack
September 2025**

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 was immensely proud of all that we achieved. We have grown from humble beginnings in East London, to investing around £11m each year in grants and programmes for schools and youth organisations across London and Essex. We are an ambitious charity that strives to do the best for the young people we serve, to make 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 their dreams 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

Background

To date, the Foundation has invested over £180 million in young people across London and Essex. We do this through a range of programmes including our Achievement Awards, our Partnership Programmes and our Internship Programme.

In 2024, the Jack Petchey Foundation proudly celebrated its 25th Anniversary, marking 25 years of empowering young people and recognising their achievements. Over 250,000 young people have been honoured with the Achievement Award during this time, a milestone made possible thanks to the dedication of scheme coordinators in schools and youth organisations across London and Essex. In total, over 1.3 million young people have directly benefitted from our programmes.

We are now seeking a strategic, values-driven leader to lead the Foundation's operations, partnerships and grant-making. Reporting directly to the Chief Executive Officer, the Director of Grants and Operations will be an important member of the Executive Team. They will play a pivotal role in delivering our ambitious strategy, delivering operational excellence and ensuring we maximise our impact on over 150,000 young people each year across London and Essex.

Strong candidates will have a commitment to inclusive grant making practice, a significant track record of leading digital and operational transformation, a strong understanding of effective partnership work and a passion for the Foundation's values and grassroots approach to effecting change.

Our Strategy

Our Strategy for 2025-2027 is driven by our **Mission**, **Vision** and **Belief**. The Foundation's **Belief** is that society benefits when young people are valued and given opportunities to develop and realise their potential. Our **Vision** is for a future where every young person is celebrated and realises their potential. Finally, our **Mission** is to provide opportunities for young people across London and Essex to build their skills, their confidence and their voice so they can fulfil their potential and have a positive impact on society.

Learn more about our strategy on our [website here](#).

Our Five Strategic Aims are:

- 1 Increase impact** – We will invest more in what we know works and has a significant positive impact on young people.
- 2 Maximise reach** – We will reach more young people who do not currently benefit from our programmes, prioritising outreach to areas and groups with the greatest need.
- 3 Streamline processes** – We will work in an agile way, continuously adapting to improve our efficiency, improve grantee experience and use the Foundation's resources as effectively as possible in order to benefit more young people.
- 4 Remain relevant for young people and the youth sector** – Young people and organisations will engage with JPF programmes and opportunities and we will use data, research and youth voice to inform our work.
- 5 Harness the potential of our network** – We will amplify youth voices, connect the youth sector and use our data to influence decision-makers and contribute positively to society.

Our Values

The Jack Petchey Foundation's values stem from Sir Jack's own. 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 c.1,500 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 for each award winner to decide how to spend in order to benefit other young people in their school or group. In total, young people choose how to invest over £3.5 million each year through this programme.

We run several other grant schemes which recognise grassroots 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, our Environmental Award and the Jack Petchey Internship Scheme. We also work closely with a range of 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 public speaking 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. As a member of the Jack Petchey Foundation team, you will have the opportunity to attend and get involved in events across London and Essex.

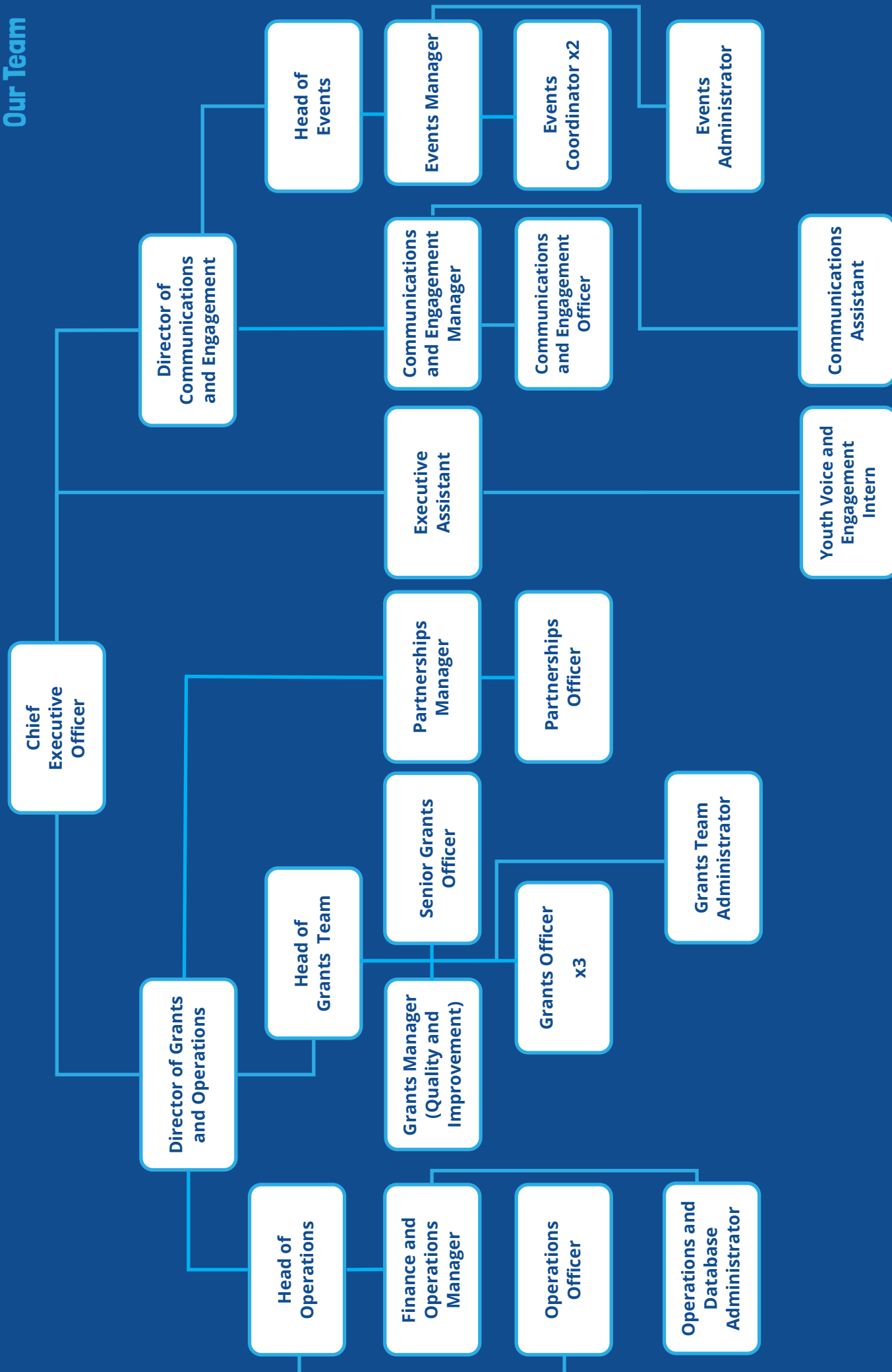
Our Finances

The Jack Petchey Foundation exists as a Grant Making Trust. In 2024, total income in 2024 was £10.7m and we anticipate further steady growth in the years to come.

The annual report and financial statements of the Jack Petchey Foundation are [available on our website](#).



Our Team





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



KÜSCHAL

The Opportunity

Job Title	Reports to
Director of Grants and Operations	Chief Executive Officer
	Location
	Canary Wharf, E14

About the Role

The Director of Grants and Operations is a senior role within the Jack Petchey Foundation with responsibility for leading our operations, partnerships and grant-making. You will ensure that our operations are agile, efficient, effective, forward-looking and robust. In addition, you will have strategic responsibility for ensuring our grants and partnerships teams deploy over £10m pa to benefit young people and strengthen the youth sector across London and Essex.

As a member of the Executive Team, you will play a crucial role in delivering our ambitious strategy, expanding our impact and investing more through JPF's proven grants and partnerships. You will work to ensure that JPF programmes benefit more young people, particularly in areas and groups with the greatest need.

We are seeking an experienced, forward-thinking leader with a proven track record of building and improving highly effective operations functions within complex organisations. You will bring strategic vision and operational excellence, ensuring that our systems and processes are robust, inclusive and future-focused. With significant experience in digital transformation, financial oversight and people leadership, you will know how to create the infrastructure that enables impact at scale. At the same time, you will be motivated by our mission, committed to youth empowerment, comfortable leading high volume grant programmes, developing programmes to fill identified gaps, and skilled at translating strategy into practical action.



Main Areas of Responsibility:

You will provide strategic leadership to our operations, partnerships and grant-making, ensuring that JPF achieves maximum positive social impact through our programmes, funding and operational delivery. Key responsibilities include:

Strategic Operational Leadership

- Lead the strategic development and implementation of operational infrastructure, including HR, IT, digital systems and facilities.
- Lead and oversee digital transformation and the efficient and effective use of CRM systems to support effective decision-making and operational delivery.
- Ensure robust, efficient and inclusive systems, policies, and procedures that drive organisational effectiveness and resilience.
- Ensure systems are user-friendly and future proof.

Financial Leadership

- Provide executive-level oversight of financial planning, budgeting, reporting, analysis and reporting.
- Ensure compliance with statutory, legal, and regulatory requirements.
- Work closely with the Finance Manager to ensure strong financial controls and risk management systems.

Grant Making and Partnerships

- Lead strategic oversight of JPF's small grants programmes (>£5m pa to over 1500 schools and youth organisations) as well as our 16 partnership programmes (>£4m pa) and paid youth sector internship programme.
- Identify and develop innovative partnership models that align with the Foundation's mission, vision, values and theory of change.
- Lead the management and implementation of JPF's c£2m new legacy grants programme.
- Ensure grant-making processes are efficient, from application to evaluation.
- Build and maintain strong relationships with delivery partners, funders and with the sector.

People and Culture

- Lead, manage, and support staff across the Grants, Partnerships and Operations functions, fostering a high-performing, inclusive and collaborative team culture.
- Foster staff wellbeing and bring excellent judgement and good humour to your work.
- Champion continuous improvement, learning and data-driven decision-making.
- Work to embed youth-centred approaches, safeguarding, equity and inclusion across the organisation.

Organisational Leadership

- Actively contribute to strategic planning and organisational leadership as a member of the Executive Team.
- Represent the Foundation at events and engagements and act as an ambassador.
- Undertake other duties in line with the role as organisational needs evolve.

JackPetchey
Foundation



Person Specification

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

Experience and Profile

Extensive senior experience in grant-making and operations or a comparable strategic role.

A proven track record of delivering high performing operational functions including digital transformation, HR, IT and administration.

Strong financial and risk management experience including budgeting, forecasting, reporting and statutory compliance.

Strong knowledge of using CRM systems to drive efficiency.

A familiarity with current trends in grant-making, safeguarding, youth empowerment and social change.

Skills

Strategic thinking with the ability to translate vision into actionable plans and measurable outcomes.

Excellent leadership and people management skills with a commitment to foregrounding equity, diversity and inclusion as you inspire, develop and retain talent.

Strong project management skills.

Excellent communication, negotiation and stakeholder management skills.

Proficient in using data and digital tools for strategic reporting and decision-making.

Sound judgement and an ability to ask searching questions about organisations and projects.

Ability to balance strategic vision with operational detail.

Expert at juggling multiple tasks and delivering projects within self-scheduled deadlines.

Qualities

You are results-oriented and make things happen, understanding things quickly so you can make balanced and good decisions fast. You take people with you as you do this, acting with kindness, positivity and compassion.

You are a systems thinker who sees connections across programmes, people and processes.

You are passionate about developing new programmes, providing young people with opportunities and driving social change.

You are adaptable, resilient and able to thrive in a fast-paced environment.

You have high attention to detail.

You are emotionally intelligent and bring empathy and clarity to leadership.

Strong and demonstrable commitment to JPF's vision, mission and values.

A commitment to equality, diversity and inclusion.

Desirable

Relevant professional qualification in management, finance, HR, or a related field.

Senior experience in grant-making.

What You Can Expect in Return

Office Base:

Dockmaster's House, 1 Hertsmere Road, London, E14 8JJ with a minimum 3 days a week in the office.

Hours:

Minimum 37.5 hours a week with the opportunity to be self-scheduling, subject to the requirements of the role.

Annual Leave:

25 days (including 3 days to be taken between Christmas and New Year), plus public holidays. The opportunity to buy back up to one week's additional annual leave.

Start/Length of Contract:

Full time, Permanent

Probationary Period:

6 months

DBS:

The post involves work with children/young people. This post is subject to a satisfactory DBS disclosure.

Salary:

Circa £70,000.

Pension:

JPF operates an auto-enrolment pension plan but you may request to be removed.

Learning and Development:

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

Employee Benefits:

Additional benefits after 6 months' employment and completion of the probationary period include: private healthcare insurance with discounted gym membership; Cycle to Work scheme; time off for volunteering (2 days per year); and donation-match for charitable donations (to a maximum allowance).

How to Apply

Application

Applications, which should be in the form of a CV and cover letter, should be sent to recruitment@jackpetchey.org.uk no later than **Sunday 5th October 2025**.

Please also fill in the [Diversity Monitoring Form](#).

Please demonstrate evidence of all the skills/knowledge/experience in the 'Person Specification', drawing on experience from employment, voluntary work or elsewhere.

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

The Next Steps

Interviews will take place on **Tuesday 14th October 2025** – these will be held in person at the Jack Petchey Foundation (Dockmaster's House, 1 Hertsmere Road, London, E14 8JJ).

Please let us know if there is anything we can do to support you with your application.

For more information about our Achievement Award events, visit:
www.jackpetcheyfoundation.org.uk/events/

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







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mail@jackpetcheyfoundation.org.uk

Registered Charity No: 1176221

Company Number: 10872145

Dockmasters House, 1 Hertsmere Rd, London E14 8JJ

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