

Partnerships Officer



**Application Pack
October 2026**

www.jackpetcheyfoundation.org.uk

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Foreword



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

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 would warmly welcome and encourage applications from people from ethnic minority backgrounds and disabled people, 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 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 nearly £200 million in young people across London and Essex.

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.

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 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 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 and Learning Experiences Grants, Individual Grants for Volunteering, our Environmental Award and the Jack Petchey Internship Programme. 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.





The Opportunity

Job Title	Location
Partnerships Officer	Jack Petchey Foundation, Dockmaster's House, 1 Hertsmeare Rd, London, E14 8JJ (Canary Wharf area)
Reports to	Permanent full-time role, with the opportunity to work 2 days a week remotely after successful completion of the probationary period.
Partnerships Manager	

About the Role

Our Partnerships Officer will oversee a portfolio of JPF Partnership grants and support the delivery of JPF's annual internship grants and intern development programme. They will be responsible for maintaining positive and supportive relationships with our Jack Petchey grant partners and with our interns and their host organisations.

The main purpose of the job is:

- To oversee a portfolio of JPF's successful partnership programmes that have been developed in partnership with organisations to deliver outstanding opportunities for young people across London and Essex. This will involve overseeing existing grant partnerships and developing new grant partnerships. From singing to maths, sports to social action, our partnerships provide a wide range of opportunities to inspire and engage young people.
- To support the delivery of the Jack Petchey Internship Programme, which provides funding to youth organisations in London and Essex to enable them to employ paid interns to improve the work they do with their young beneficiaries. Alongside a year's employment, the Jack Petchey Interns receive a training bursary, a professional mentor, and a programme of training and development organised by JPF. This support is intended to help grow the youth sector's future leaders, giving them a flying start in the sector.
- To work closely with the Partnerships Manager and Director of Grants and Partnerships to ensure consistency across the Foundation in our approach to working with grant partners, and to improve our processes and systems so that we can have the maximum possible positive impact on young people, providing them with excellent opportunities to grow and thrive.

About You

This is an exciting opportunity to join us at a time when we are looking to grow the Foundation's impact. You will be part of a dynamic and committed team, with opportunities to use and develop your skills across project management, grant-making, relationship management and communications, all while helping us make a positive difference to young people.

We are looking for someone who is highly organised, proactive and confident managing programmes and projects from planning through to delivery. You will be a strong communicator, able to build positive relationships with a range of people, and bring a genuine passion for our work.

You will be comfortable managing competing priorities, meeting agreed targets and keeping activities on track, while being flexible enough to respond to new opportunities and developments. Strong digital skills, attention to detail and a practical approach to problem-solving will help you work effectively and efficiently.

You will also be confident reviewing and analysing information, using sound judgement and making well-reasoned, evidence-based recommendations. You will take a careful and consistent approach to following processes, maintaining accurate records and ensuring clear audit trails.

Main Areas of Responsibility

1 **Oversee a portfolio of Jack Petchey Partnership Programmes to provide outstanding opportunities for young people in London and Essex**

- 1.1 Oversee full grant lifecycle for assigned partnership programmes, from proposal assessment and due diligence through to grant recommendation, contracting and monitoring and evaluation, in line with JPF policies and procedures.
- 1.2 Capture learning from programme delivery and monitoring, and share relevant findings and recommendations with colleagues, SMT, Partner meetings and reporting to trustees.
- 1.3 Develop and deliver strong transparent working relationships with your portfolio of partners, including arranging a minimum of termly meetings, agreeing the agenda, minutes and actions, and supporting partners to deliver against their agreed targets.
- 1.4 Maintain accurate information on the JPF website, in other JPF communications and on our Salesforce database.
- 1.5 Work with partners to sharpen the programmes we deliver, ensuring they are in line with the Jack Petchey values and branding, and the key principles of maximising reach and value for money.
- 1.6 Facilitate meaningful involvement by young people in the development of grant recommendations, programme development, assessment, monitoring and evaluation activities.
- 1.7 Use evaluation findings to identify improvements to programme design, delivery, monitoring and future funding arrangements.
- 1.8 Develop new partnership programmes, in line with JPF priorities, through identifying credible potential partners, carrying out due diligence, scoping, developing and evaluating pilot programmes within an agreed timeframe.

2 **Support delivery of the Jack Petchey Internship Programme**

- 2.1 Assist with the grant application and grant management process for the internship programme, including application assessment, participating in panel discussions, making grant offers and grant payments.
- 2.2 Assist with the administration and coordination of the interns' training and development programme, including organising workshops, mentoring, bursary grants, action learning sets with interns, managers, mentors, and trainers and delivering monitoring and evaluation processes.
- 2.3 Work with the Partnerships Manager, Events and Ops team colleagues to organise high quality and celebratory intern events, e.g., launch conference, internship graduation event, training workshops and socials.
- 2.4 Contribute to annual updates and distribution of all digital and physical materials for the internship programme, including welcome packs, briefing materials and the internship yearbook.
- 2.5 Assist with developing the monitoring and evaluation of the intern programme, including participant feedback and learning from previous cohorts.
- 2.6 Maintain accurate intern programme information on the JPF website, in other JPF communications and on our Salesforce database, including intern contact details.
- 2.7 Support the Partnerships Manager with activity to develop better links and activities with alumni of the Jack Petchey Intern Programme.

Main Areas of Responsibility Continued...

3 Support colleagues to deliver a consistent approach to partnership programmes and provide opportunities for Jack Petchey partners to learn from each other

- 3.1 Work with the Partnerships Manager and Director of Grants and Partnerships to organise a programme of events and training for key contacts at JPF partner organisations – including bi-annual Partners' Networking Meetings.
- 3.2 Organise regular JPF partnership team meetings including setting agendas, taking minutes and delivering agreed follow-up actions.
- 3.3 Work with the Partnerships Manager and Director of Grants and Partnerships to review and maintain up to date JPF partnership documents, policies and processes, including Salesforce database partnership processes, contributing to ideas and improvements to our grant making processes.
- 3.4 Support JPF's partnership programmes when required, for example by judging or attending ceremonies for the Jack Petchey Speak Out Challenge, Step into Dance, etc.

4 Promote, evaluate and improve the wider work of the Jack Petchey Foundation

- 4.1 Lead work with colleagues in Grants and Communications teams to plan and co-ordinate an annual schedule of communications and marketing activities to promote our partner programmes widely and effectively and maximise their take-up and growth.
- 4.2 Support Communications Team colleagues to raise awareness of our opportunities and impact, including through identifying case studies and other stories from your portfolio of partners and the intern programme.
- 4.3 Support the compilation of partnership grant content and data for the annual JPF Impact Report, gathering input and liaising with our research partner within required deadlines.
- 4.4 Participate in relevant cross-team working groups and improvement projects and supporting the implementation and communication of agreed improvements.

5 Other

- 5.1 Contribute to the design and delivery of new, pilot or time-limited grant programmes as required.

These are the normal duties which the charity requires. However, it is important that all staff are prepared to be flexible as from time to time they will be required to perform other duties and to lead on specific projects as agreed with the Partnerships Manager.

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

Person Specification and Shortlisting Criteria

To be explored at Application (A), Interview (I) or Test (T) as shown in left-hand column. Essential (E), Desirable (D)

Qualities, Attitudes and Values

I	Reliable with the ability to self-manage	E
I	Team player, open to giving and receiving feedback, suggest improvements and ask for help	E
I	A positive attitude and willingness to take on new challenges	E
I	Strong and demonstrable commitment to our vision, mission and values	E
I	A demonstrable commitment to equality, diversity and inclusion	E
I	Commitment to working with young people from diverse background and putting them at the heart of the Foundation's work	E

Skills

A, I, T	Strong verbal and written communication skills	D
A, I, T	Excellent organisational, project management, analytical and administrative skills	D
A, I, T	Ability to self-manage workload, to juggle multiple tasks and complete work within fixed timescales	D
A, I	Strong relationship management skills, and ability to work confidently and collaboratively with colleagues, trustees, funded partners, young people and other external stakeholders	D
T	Ability to analyse quantitative and qualitative information, and make recommendations from it	D
A, I, T	Ability to ask searching questions and make a judgement about the capacity of organisations and projects, including an understanding of financial accounts	D
A, I	Experience of preparing grant recommendations, briefing materials and Board report content for senior colleagues and trustees	D
T	A keen eye for detail and ability to record information in an accurate, clear and concise manner	D
A, I	Good digital skills – experience of using a CRM and ability to learn, adapt to and implement new digital solutions quickly	D

Person Specification and Shortlisting Criteria Continued

Knowledge

A, I	Of grant-making processes, including conflict of interest and due diligence, contracting and target setting, monitoring, evaluation and impact measurement	D
A, I	Of the challenges and opportunities facing young people in London and Essex	D
A, I	Of youth organisations, youth provision and the youth sector	D
A, I	Of schools and secondary education sector	D

Experience

A, I	Of grant-making and/or fundraising from trusts and foundations	D
A, I	Of working directly with young people	D
A, I	Of building and maintaining great partnerships	D
A, I	Of developing and managing high-quality projects/programmes	D
A, I	Of presenting/public speaking	D
A, I	Of organising events and/or learning and development programmes	D
A, I	Of setting up and working with processes, budgets and performance indicators	D
A, I	Of research and evaluation and impact measurement	D

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.

Office Base:

Under our hybrid working policy this post requires a minimum of 3 days a week in the office at Dockmaster's House, 1 Hertsmere Road, West India Quay, London, E14 8JJ. Please note that during your probation period, you will initially be required to be at the office on a daily basis to support your learning about the organisation, your role and your colleagues.

Hours:

Standard office hours are 9am – 5.30pm with an hour for lunch. We have a flexi-time policy available to staff who have successfully completed their probationary period. The postholder will need to work occasional evenings for which appropriate time off in lieu will be given, in order to help staff maintain a healthy work-life balance.

Salary:

The starting salary for this role is £34,905 (Band C: £34,905–£39,264), with potential for annual performance-related progression.

Pension:

JPF offers a salary sacrifice pension scheme with employer contributions matched up to 10% of your salary.

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 and fundraising to a maximum allowance).

Learning and Development:

JPF has a comprehensive Learning and Development Policy and is committed to developing all staff through an annual Personal Development Plan.

Travel and Expenses:

When on JPF business, travel expenses will be paid at public transport rate, 55p per mile if car used for business, or 20p for travel by bicycle.

Annual Leave:

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

DBS:

The post involves work with children/young people. The post holder will therefore be required to have an enhanced DBS check.

Start/Length of Contract:

Permanent

Probationary Period:

3 months

How to Apply

About the Application Form

To apply for the role please complete and return the [Application Form downloadable from this link](#) to recruitment@jackpetchey.org.uk by **9am on Thursday 12th November 2026**.

In your application form, please demonstrate evidence of all the skills/knowledge/experience marked 'A' for 'Application' in the 'Person Specification', drawing on experience from employment, voluntary work or elsewhere.

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

JPF is an Equal Opportunities Employer and we seek to build a team that reflects the diverse communities that we serve. We would warmly welcome and encourage applications from people from ethnic minority backgrounds and disabled people, who are currently underrepresented in our team.

The Next Steps

Stage 1: First stage online interviews (20-30 minutes) will be held on **Friday 20th November 2026**.

Stage 2: Candidates who progress to the next stage will be invited to attend an in-person interview on **Friday 27th November 2026**. These will be held in person at the Jack Petchey Foundation (Dockmaster's House, 1 Hertsmere Road, London, E14 8JJ).

Please note that these dates are fixed, and we encourage applicants to ensure availability if shortlisted.

Please let us know if you need us to make any adaptations or adjustments for your interview, or if there is anything we can do to support you with your application.

For more information about our Achievement Award events and see our upcoming ones, visit: <https://www.jackpetcheyfoundation.org.uk/events>

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



Tel: 020 8252 8000
mail@jackpetcheyfoundation.org.uk
Registered Charity No: 1176221
Company Number: 10872145
Dockmasters House, 1 Hertsmere Rd, London E14 8JJ

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