

Job Description

Job Title:	Head of Partnerships
Length of contract:	Permanent
Responsible to:	Director of Operations
Location:	Canary Wharf, E14

Main Purpose of the Post

The main purpose of this role is to lead and develop JPF's major partnerships and our paid internship programme. The post holder will have lead responsibility for the majority of JPF's major partner programmes, will manage and develop these partnerships and will harness the potential of JPF's network to strengthen opportunities for young people across London and Essex.

Purpose of Job

- To lead and develop our portfolio of partnership programmes, ensuring that JPF is a supportive partner and that programmes operate effectively, deliver value for money and provide outstanding opportunities for young people.
- To convene and provide support to JPF partners so that they can learn from each other and can develop and share best practice and complementary approaches to their work.
- To lead and deliver the Foundation's paid internship programme, ensuring that youth organisations are supported and young interns provided with a robust programme of training and development.

The role reports to the Director of Operations and will support delivery of the Foundation's Strategic Plan. The post-holder does not have line management responsibility but is responsible for managing a large number of high profile partnerships. These partnership programmes are central to the Foundation's aims and the post holder will need to have advanced management and leadership skills. They will work closely and collaboratively with others in the team in order to deliver our strategic aims.

Main areas of responsibility

- 1. Lead and develop a portfolio of JPF partnership programmes, ensuring that all operate effectively, deliver value for money, provide outstanding opportunities for young people and have demonstrable impact.**

- 1.1 Assess partnership programme proposals and oversee grant approval, programme delivery, reporting and learning for continual improvement.
- 1.2 Ensure that all partnership programmes are promoted widely and effectively to the right audiences.
- 1.3 Make all payments in accordance with JPF finance policies and procedure and ensure they are reflected in JPF financial and cashflow planning.
- 1.4 Develop and implement high-quality and consistent policies, systems, processes and structures for all stages of the grant-making process, from application to assessment, approval, grant offer, payment and reporting.
- 1.5 Ensure project grants and partnerships incorporate celebration and reward, draw on the power of Sir Jack Petchey's story, and are delivered in line with JPF values and branding.

2. Convene JPF partners to learn, share best practice and enhance each other's work

- 2.1 Consult with partners to design and deliver appropriate convening/training and networking events for JPF's youth sector partners.
- 2.2 Explore and develop ways that those engaged in JPF work can collaborate and influence youth provision and policy in London and Essex.
- 2.3 Develop relationships with others in the youth sector and beyond to ensure current knowledge of wider trends and developments affecting young people in London and Essex.

3. Lead, develop and deliver the JPF Internship Programme

- 3.1 Ensure appropriate and effective promotion of the internship programme to youth organisations and potential interns.
- 3.2 Develop accessible, informative collateral to communicate opportunities within the programme to interns and to their employing youth organisation.
- 3.3 Develop the programme to provide outstanding learning opportunities for interns and their managers, including through a residential, a structured development programme, training opportunities, training bursaries and professional mentoring.
- 3.4 Lead on the assessment process and recruit and induct 20 charity partners to the internship programme.
- 3.5 Manage relationships with youth organisations, interns, managers, mentors and with external partners.

4. Contribute to JPF's wider strategic development

- 4.1 Alongside other senior managers, play a leadership role in promoting the Foundation's values, developing and delivering JPF's strategy, ensuring effective internal and external communication of JPF programmes and grant-making and representing JPF at external events, deputising for the Executive Team as appropriate.

- 4.2 Contribute to budget setting and management.
- 4.3 Work collaboratively and proactively with colleagues to lead and deliver all element of the partnership and internship programmes.
- 4.4 Work with colleagues to implement the whole cycle of grant making for JPF's occasional Open Grants programmes.
- 4.5 Identify opportunities for JPF to promote youth voice and to maximise the impact of our work with young people in London and Essex.
- 4.6 Work with colleagues to ensure effective implementation of a new grant making database.

These are the normal duties which the charity 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.

What you can expect in return:

You will work from our bright, modern office in Canary Wharf (social distancing-permitting) and 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:** Dockmaster's House, 1 Hertsmere Road, London, E14 8JJ.
- Hours:** Standard office hours are 9 am – 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:** 28 days including public holidays (plus any agreed discretionary office closure over Christmas and New Year and 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:** £46,000 - £50,000
- Pension:** If the post holder is over 21, they will be auto-enrolled into the JPF pension scheme but may request to opt out.

Additional employee benefits after 6 months' employment and successful completion of the probationary period 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.

JPF is an Equal Opportunities Employer and we seek to build a team that reflects the diverse communities that we serve.

Person Specification

To be explored at Application (A), Interview (I) or Test (T).

Qualities, Attitudes and Values

Strong and demonstrable commitment to JPF's vision, mission and values.	I
Enthusiasm, a 'can do' 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 passion for working with young people from diverse backgrounds and putting them at the heart of the Foundation's work.	I
A desire to represent the Foundation externally.	I

Skills

Outstanding verbal and written communication skills.	A, I, T
A keen eye for detail.	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 complex information in a logical matter.	I, T

Knowledge

Of the strengths and challenges facing the youth sector in London and Essex.	A, I
Of effective strategies to enhance learning and professional development (D).	I
Of charity law, governance and finance requirements (D).	A

Experience

Of grant-making and/or fundraising.	A, I
Of building and maintaining outstanding partnerships.	A, I
Of contributing to strategy development and delivery.	A, I
Of setting up and working with complex processes, budgets, cash flow and performance indicators.	A, T
Of developing and managing high quality projects.	A, I
Of presenting and public speaking.	A, I
Of working with young people (D).	A, I

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