

Events Administrator



Application Pack

August 2024

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 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 £170 million in young people across London and Essex.

This is an exciting time to join our team, as we are about to embark on a 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 is 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 the pandemic 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 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. Our events are fun and uplifting, and as a member of the Events Team, you will have the opportunity to attend and get involved in events across London and Essex.



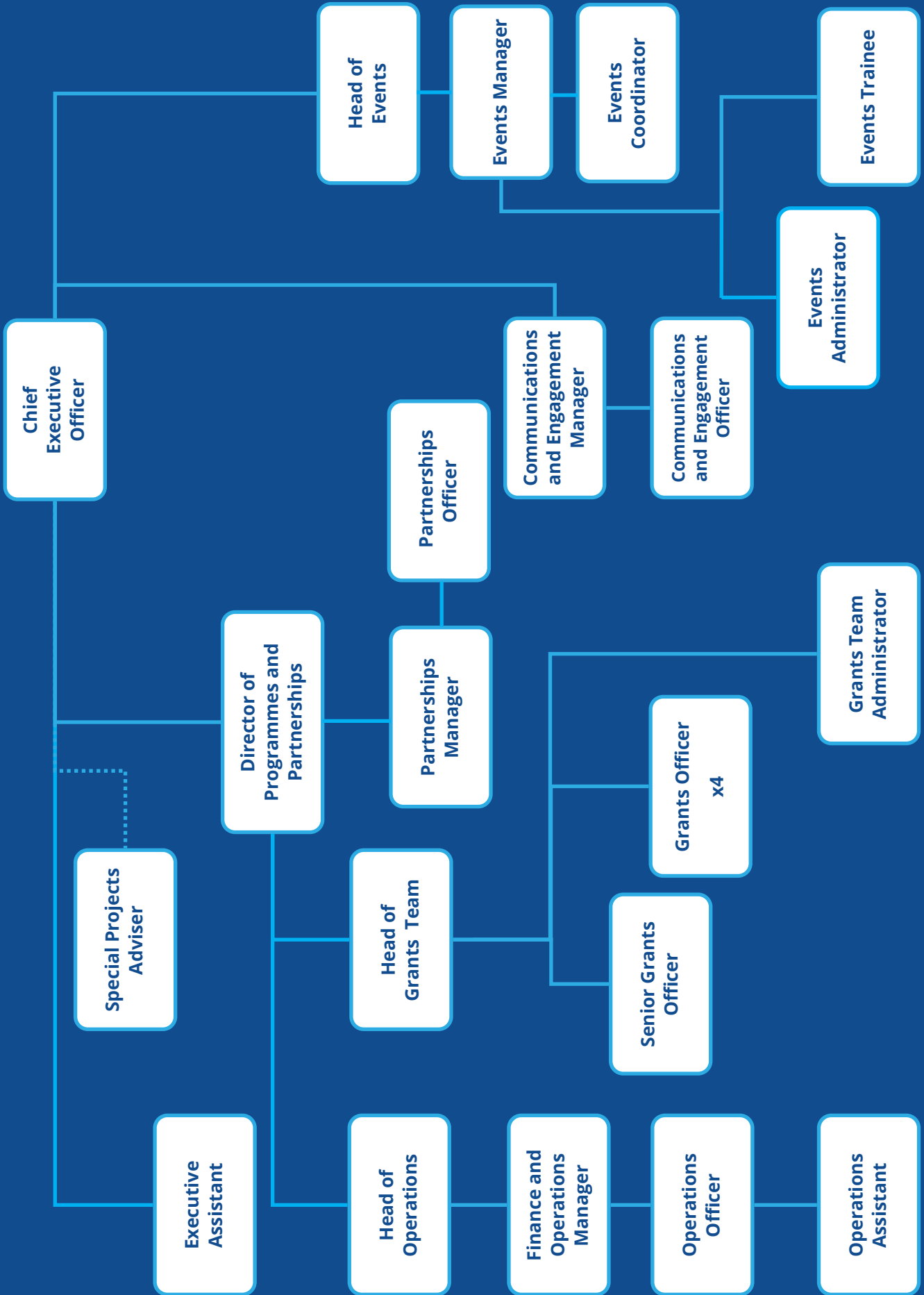


**Jack Petchey
Foundation**
Inspire • Motivate • Achieve 18 YEARS





Our Team



The Opportunity

Job Title	Responsible to
Events Administrator	Events Manager
	Location
	Canary Wharf, E14

About the Role

As an Events Administrator, the primary focus of the role will be to assist the JPF Events Team to produce face-to-face events that celebrate young people and their achievements. The Jack Petchey Foundation delivers circa 90 live venue events across London and Essex for the Jack Petchey Achievement Award Scheme. The post holder will primarily be based in JPF's office and will work during the busy term-time period. They will assist in organising JPF's Achievement Award events, and will provide general administration support for the Events Team.

Purpose of the Role

- Provide general administrative support to the Events Team during term-time.
- Assist the Events Team in organising and producing live venue events, including liaising with schools and youth organisations.
- Support the Event Manager in maintaining the Events Team office, equipment, materials and supplies.
- Ensure effective communication with coordinators in schools and youth organisations and maintain accurate records on JPF systems.

Main Areas of Responsibility

1 Administrative support to Events Team

- Follow up and secure event invitation responses from schools and youth organisations.
- Distribute tickets for live events in good time.
- Source award winners' citations (the reasons for young people winning their awards) and prepare scripts for event hosts to edit.
- Prepare Leader Award certificates and other event materials.
- Collate event feedback responses and circulate to colleagues.
- Support with preparing management reports on event attendance and participation.
- Upload invoice payments and event financial information to JPF's database.
- Produce event statistics and support colleagues to prepare management reports and analysis.
- Ensure Risk Assessments are up to date for each Achievement Award event and each venue.
- Ensure all staff and freelancers are briefed appropriately ahead of events.

Main Areas of Responsibility Continued...

2 General Administrative Duties

- Respond to event-related telephone/email enquiries.
- Draft and send letters, using the JPF database.
- Ensure accurate records are kept on the JPF database.
- Take and circulate minutes for Events Team meetings.
- Maintain and develop digital and physical filing systems for the Events Team.

3 Event Materials and Events Office Upkeep

- Support the Events Manager to ensure sufficient supplies of event materials and order new stock as necessary.
- Organise and package event materials and resources for events.
- Ensure supplies of materials are stored in a tidy/accessible manner.

4 Other Responsibilities

- Actively contribute to Events Team and JPF Team meetings.
- Support specific JPF projects working with young people where required.
- Offer telephone/email support and advice to the public and to school/youth organisation coordinators about JPF events.
- Act within the ethos and policies of the Jack Petchey Foundation and implement JPF values in your day-to-day work.
- Identify opportunities to improve the Events team's processes and systems to ensure maximum efficiency.
- Undertake any other tasks as agreed with the Events Manager and Head of Events.
- Cover Dockmasters House reception (when required).

The post holder will work as part of the wider team from the Jack Petchey Foundation Headquarters in Canary Wharf.

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.

Person Specification and Shortlisting Criteria

Essential criteria (E) and Desirable criteria (D) are indicated below.

To be explored at Application (A), Interview (I) as shown in left-hand column.

Qualities, Attitudes and Values

A, I	Strong and demonstrable commitment to the JPF's mission and values	E
A, I	Positive, a 'can do' flexible attitude	E
A, I	Ability to forge positive team working relationships	E
A, I	A commitment to improving systems and processes and willingness to give and receive feedback	E
A, I	A passion for working with young people from diverse backgrounds and putting them at the heart of the Foundation's work	E

Skills

A, I	Good organisational and administrative skills	E
A, I	Good verbal and written communication skills	E
A, I	An eye for detail and ensuring high levels of accuracy	E
A, I	Ability to respond to enquiries and requests professionally and efficiently	E

Knowledge

A, I	Knowledge of Microsoft Office, particularly Word/Outlook/Excel	D
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Experience

A, I	Of providing administrative support	D
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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:

Dockmaster's House, 1 Hertsmere Rd, West India Quay, London, E14 8JJ.

Hours:

Normal Office hours are 9am – 5.30pm. The post holder will be required to work a 20 hour week (we anticipate that this will be 4 hours per day within normal office hours but can discuss alternative arrangements with applicants). There will be the opportunity on occasion to attend and work at evening events, if desired.

Annual Leave:

25 days pro-rata, plus public holidays pro rata and the opportunity to buy up to one week's additional annual leave.

Probationary Period:

3 months

Salary:

Band D of the JPF Salary Scale (£27,043-£30,420). The postholder will usually be appointed at the bottom of the scale, with annual performance-related salary increases.

Length of Contract:

Part-time, term-time only.

Pension:

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

DBS:

This post is subject to a satisfactory DBS disclosure.

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 **12 noon on Monday 2nd September**.

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

The Next Steps

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

Interviews will take place the **week commencing 9th September 2024** – 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 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 the Foundation, visit our website: www.jackpetcheyfoundation.org.uk/.

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

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Jack Petchey
Foundation



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Registered Charity No: 1176221

Company Number: 10872145

Dockmasters House, 1 Hertsmere Rd, London E14 8JJ

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