

Grants Officer (North West/South West London)



**Application Pack
August 2024**

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	11
Main Areas of Responsibility	11
What You Can Expect in Return	13
Person Specification and Shortlisting Criteria	14
How to Apply	15
About the Application Form	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 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 embark on developing 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 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 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 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 Grants Officer, you will represent Jack Petchey Foundation at the events for schools and youth groups in your area.





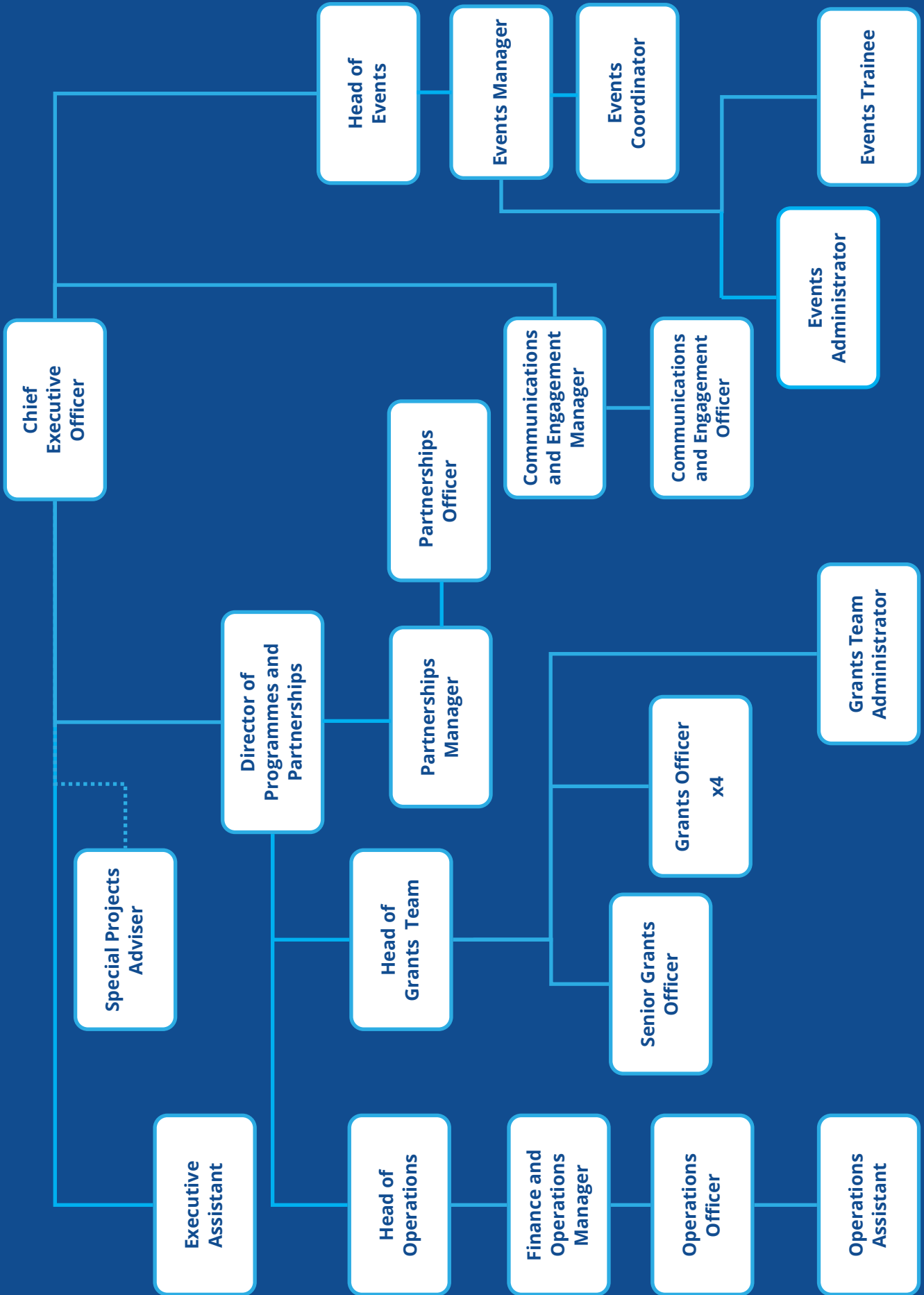
**Jack Petchey
Foundation**
Inspire • Motivate • Achieve 18 YEARS



KÜSCHAL



Our Team



The Opportunity

Job Title	Responsible to
Grants Officer (North West / South West London)	Head of Grants Team
	Location
	Canary Wharf, E14

About the Role

The primary focus of the Grants Officer is to support schools and youth organisations to operate the Jack Petchey Achievement Award scheme effectively and to promote, grow and deliver this and other JPF grant programmes across London and Essex. Although the geographical remit of each Grants officer can change on occasion, it is anticipated that this role will be responsible for the London Boroughs across North West and South West London, plus uniform youth groups who deliver their activities cross-borough.

The Achievement Award scheme is JPF's flagship programme, with almost 2000 schemes in over 1400 schools, colleges and youth organisations across London and Essex. Through the programme, we invest millions of pounds each year to support young people and youth work. This is an amazing chance for you to have a big impact.

The Achievement Award Scheme enables schools, colleges and youth organisations to recognise, reward and celebrate young people's achievements. At JPF we are passionate about encouraging young people to raise their aspirations, believe in themselves and make a contribution to society. Achievement Awards are designed to recognise a wide range of achievement, not just those achieving academically but those 'doing their best' or demonstrating leadership, resilience and determination.

The post holder will manage delivery of the scheme and associated small grants in an assigned area of London and/or Essex. They will be responsible for maintaining positive relationships with schools and youth organisations in a dedicated area of London or Essex. The role will involve significant travel to visit schools and youth organisations, as well as outreach and community engagement work to identify and support new groups to apply to join our small grants schemes. This work will also include evenings and occasional weekend work, especially to support our Achievement Award celebration events.

The successful candidate would therefore be someone who has flexibility to travel, work out-of-office hours, enjoys building local relationships and public speaking, as well as navigating a busy grants and assessment caseload (desk-based processing, telephone calls/emails, and regular use of a database). It could be a great role for someone living in North West or South West London.

JPF is an Equal Opportunities Employer and we seek to build a team that reflects the diverse communities we serve. We particularly welcome applications from black and minority ethnic candidates as they are currently under-represented in our team.

The primary responsibilities of the work will be:

- To promote and strengthen the Jack Petchey Achievement Award scheme and associated programmes (Leader Award Grants, Educational Visits, Environmental Awards and Partnership Programmes) in schools and youth organisations.
- To support schools and youth organisations to administer the Jack Petchey Achievement Award scheme to a high standard and maximise the positive impact it has on young people.
- To ensure that schools and youth organisations make use of all the small programmes and partnership programmes associated with the Jack Petchey Achievement Award scheme.
- To ensure that accurate data is recorded on all JPF systems.
- To support programme growth, impact and reach by building stakeholder relationships in your assigned local area.
- To assess new applications and monitor the impact of the Achievement Award Grants we make in your assigned local area.
- To work with your colleagues in the Grants Team to deliver excellent grant making and relationships with Jack Petchey Foundation beneficiaries.

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 skills in a dynamic and supportive team that is committed to maximising our positive impact on young people.

The role demands a wide range of skills and a high degree of autonomy, reliability and flexibility. We are seeking an efficient, highly organised team member with excellent communication skills and a passion for our work. You will need to be able to manage your own workload within agreed targets and maintain a programme of planned visits, while creating new development opportunities.

You will possess an eye for detail, good administration skills and the ability to communicate confidently and present a positive external profile for the charity. This is a busy and satisfying role, with each Grants Officer leading relationships with between 350-400 organisations.

Evening and weekend work is a requirement to meet the demands of this role, which on occasion can require up to 2-3 evenings in one week, depending on the event schedule. Time off in lieu will be granted for additional hours worked.

This is a perfect time to join the Foundation —under our new Head of Grants team, we are exploring how to streamline our processes, work with AI and improve our guidance. This is your chance to make your mark within a motivated and ambitious team, and help us to reach even more young people with our funding.

Main Areas of Responsibility

1 To develop, manage and promote the Jack Petchey Achievement Award Scheme and other JPF opportunities.

- 1.1. Identify schools and youth organisations not currently running the scheme and proactively promote the Achievement Award (AA) scheme to them, following up as required.
- 1.2. Receive, assess and process all grant applications to join the AA scheme, in accordance with JPF policies and procedures.
- 1.3. Attend, participate and assist with delivery of Achievement Award celebration events (usually evenings), including making a speech to congratulate the young people.

2 Quality Assurance for the Jack Petchey Achievement Award Scheme

- 2.1. Support schools and youth organisations on the Jack Petchey Achievement Award (AA) scheme to operate the scheme to the highest possible standard.
- 2.2. Implement a programme of face-to-face and digital monitoring visits to schools and youth organisations in your area on the Jack Petchey Achievement Award scheme, to ensure that JPF funding is well spent and to identify opportunities to improve delivery.
- 2.3. Provide timely support to organisations so they are able to run the AA scheme effectively.
- 2.4. Organise and deliver digital and in-person events to support schools and youth organisations to operate the Jack Petchey Achievement Award scheme effectively.

3 To administer the Jack Petchey Foundation grant making process

- 3.1. Ensure accurate records are kept on the Foundation's database (Salesforce), including up-to-date contact details and records of communication with groups in receipt of or applying for grants.
- 3.2. Approve/authorise payment of AA grants and related programmes in accordance with JPF policies.
- 3.3. Ensure appropriate grant reporting by schools and youth organisations and negotiate return of funds where a grant has not been used in accordance with conditions.
- 3.4. Proactively manage risk, being alert to potential fraud.
- 3.5. Ensure that clubs and groups receive all necessary materials to operate the Achievement Award scheme effectively.

Main Areas of Responsibility (continued)

- 3.6 Assess and approve Leader Award Grant, Educational Visit Grant and Environmental Grant applications in accordance with JPF policy.
- 3.7 Provide regular reports on the work for the Head of Grants Team, Chief Executive Officer and the JPF Board as required.

4 To promote the wider work of the Jack Petchey Foundation to schools and youth groups

- 4.1 Identify case studies and other stories and material that can be used for JPF communications, supporting communications team colleagues to raise awareness of our opportunities and impact.
- 4.2 Represent JPF at digital and physical events, local networks, funders' fairs, and community or young people's forums to help promote JPF's small grant programmes and other opportunities.
- 4.3 Support and promote JPF's partnership programmes, for example the Jack Petchey's Speak Out Challenge, Step into Dance, Panathlon and First Give.
- 4.4 Contribute to the review of any small grant programmes as requested by the Head of Grants Team.
- 4.5 Assist with digital and face-to-face monitoring and reporting in relation to groups that have received a JPF Project Grant or other JPF funding.

5 Other Responsibilities

- 5.1 Actively contribute to Grants and JPF Team meetings.
- 5.2 Take a lead on specific projects as agreed within the Grants Team.
- 5.3 Contribute to the assessment of other grant programmes as requested by the Head of Grants Team.
- 5.4 Provide telephone/email support and advice about JPF funding streams to existing grantees or potential applicants.
- 5.5 Work at all times within the policies, procedures and values of the Jack Petchey Foundation, in particular safeguarding, health and safety, and data protection policies.

These are the normal duties 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.

The post holder will work as part of the wider team from the Jack Petchey Foundation headquarters in Canary Wharf with some home working possible within the framework of the JPF Hybrid Working Policy. You will be required to travel to attend visits, events and meetings, including at weekends and in the evenings. Some travel across London more widely may be required on occasion to support uniform youth groups in your portfolio who deliver their duties cross-borough around your assigned areas.

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 JPF's Hybrid Working Policy the post requires two to three days a week in the office at Dockmaster's House, 1 Hertsmere Rd, West India Quay, London, E14 8JJ, depending on your visits and events schedule. Please note during your induction period, you will be required to be at the office on a daily basis to support your learning about the organisation, your role and your colleagues.

Hours:

Office hours are 9am – 5.30pm with an hour for lunch. We are currently piloting flexi-time, so this may be an option upon satisfactory completion of your probationary period. The postholder will need to work some evenings and weekends for which appropriate time off in lieu will be given in order to help staff maintain a healthy work-life balance. This is particularly during our busy events season, which may require the post holder to attend several events in one week.

Salary:

Band C of the JPF Salary Scale (£32,901-£37,010). The postholder will usually be appointed at the bottom of the scale, with annual performance-related salary increases.

Pension:

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

Employee Benefits:

Additional benefits after 6 months' employment and completion of the probationary period include: 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).

Learning and Development:

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

Travel & Expenses:

When on JPF business, travel expenses will be paid at public transport rate, 45p per mile if car used for business, or 20p for travel by bicycle.

Annual Leave:

25 days (including 3 days off between Christmas and New Year), plus public bank holidays. There is also the opportunity to buy one week's additional leave.

DBS:

The post involves working with children/young people, therefore an enhanced DBS check will be required.

Start/Length of Contract:

Permanent contract

Probationary Period:

3 months

Person Specification and Shortlisting Criteria

Essential criteria (E) and Desirable criteria (D) are indicated below. To be explored at Application (A), Interview (I) or Test (T) as shown in left-hand column. Candidates will be selected on the merits of their application and through competency- and values-based interviews.

Qualities, Attitudes and Values

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

Skills

A, I, T	Strong verbal and written communication skills	E
A, I, T	Superb organisational, administrative and IT skills	E
A, I	An understanding of financial accounts	D
I	Good telephone manner and the ability to be courteous but assertive in dealing with people	E
A, I, T	Ability to record information in an accurate, clear and concise way	E
T	Ability to ask searching questions and make a judgement about the capacity of organisations and projects	E
A, I, T	A keen eye for detail	E
A, I	Experience of juggling multiple tasks and completing work within fixed deadlines	E

Knowledge

A, I	Of the challenges and opportunities facing young people in London and Essex	E
A, I	Of youth organisations, youth provision and the youth sector	D
A, I	Of grant-making processes	E

Experience

A, I, T	Of presenting/public speaking	D
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Other

A	Hold a valid driving license and have access to a vehicle for visits	D
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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 9th September 2024**.

In your application form, please demonstrate evidence of all the skills/knowledge/experience marked '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 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 on **Thursday 19th 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 the Achievement Award Scheme and other grants, visit: <https://www.jackpetcheyfoundation.org.uk/opportunities/grant-programmes/achievement-awards/>

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

Jack Petchey
Foundation





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Registered Charity No: 1176221

Company Number: 10872145

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