

# Grants Team Administrator



**Application Pack  
August 2024**

[www.jackpetcheyfoundation.org.uk](http://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 grants 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 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 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 Grants 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

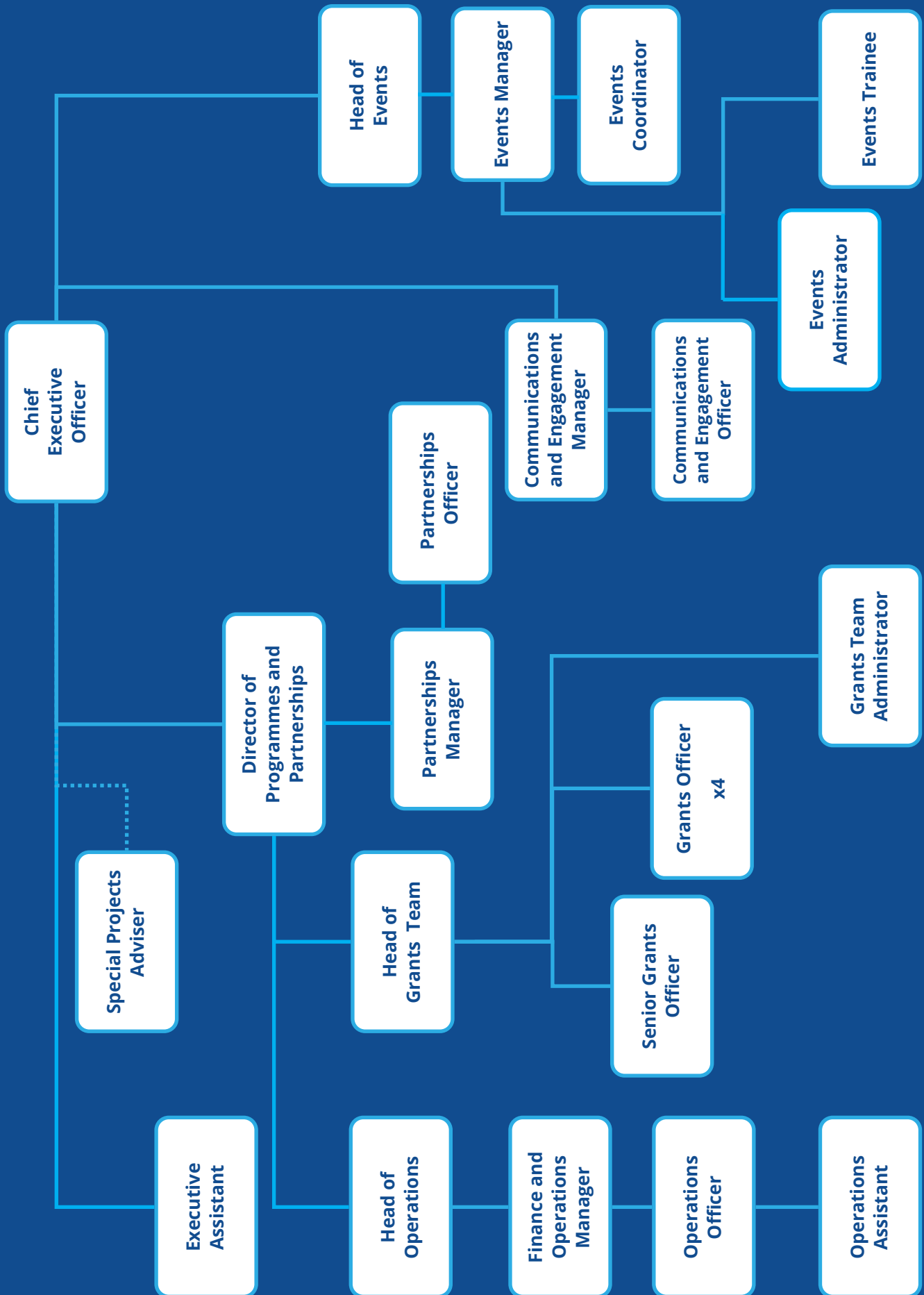


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# Our Team



# The Opportunity

<b>Job Title</b>	<b>Responsible to</b>
<b>Grants Team Administrator</b>	<b>Head of Grants Team</b>
	<b>Location</b>
	<b>Canary Wharf, E14</b>

## Background

The Jack Petchey Foundation (JPF) was set up in 1999 by Sir Jack Petchey CBE to inspire and motivate young people. To date, the Foundation has invested over £170 million in young people across London and Essex.

Our flagship programme is the Achievement Award scheme which operates in state secondary schools and youth organisations across London and Essex. Each year around 12,000 young people aged 11–25 benefit from our grants, many of them attending our prestigious Achievement Award ceremonies where young people, and the adults that work with them, are recognised for their achievements.

## About the Role

We are looking for a Grants Team Administrator to join our Grants Team. Successful candidates will enjoy delivering strong administrative support to the wider team, knowing that their work is important to enabling our grant programme to reach young people and the staff and organisations who support them.

You will share our commitment to celebrating young people's achievements and be committed to working flexibly and responsively in a charitable organisation. This is a new role, and therefore the work and responsibilities will grow alongside you. The Grants Team are in the process of improving how we work, and therefore as our Administrator, we will be looking to you to be part of the solution by sharing your ideas, suggestions and improvements.

The Grants Team Administrator will report to and provide support to the Head of Grants Team, as well as the Senior Grants Officer and our team of 4 Grants Officers. Your work will help us to find new organisations, carry out due diligence checks for new applications, review reports, improve our communications, and providing data insight for our schemes across all London and Essex. This role would suit someone who is highly organised, with strong attention to detail and enjoys working on a database.

The successful candidate will be someone who is keen to develop their administrative experience in a busy grant-making organisation and develop their skills in using a grant management database – we use Salesforce. If you are looking for a fast-paced and varied role, and are passionate about helping to make a difference in young people's lives we want to hear from you!

We are seeking someone who is excited about this role and is happy working behind the scenes, managing queries, and delivering tasks for their colleagues, so in turn, the Grants Officers focus more of their time on reaching new organisations and young people.

We are a warm and supportive team, looking for someone who is interested in staying and growing with us, shaping the role and helping us to improve.

This is a desk-based role, with the majority of your work carried out in the office in Canary Wharf (initially full-time in the office). However, as part of your induction and ongoing development, you will be invited to see our work 'in action' or to join occasional visits with your colleagues.

We will provide in-house training on our systems and database to the right candidate, so if you are able to bring enthusiasm and a willingness to learn to the role, we'd love to hear from you.

JPF has a strong commitment to maintaining our positive team culture, so as part of the team you will also take part in regular meetings, planning days, training days and whole-organisation events and meet colleagues from across the Foundation.

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 role is a permanent contract, following the completion of a successful three-month probationary period. We are ideally looking to recruit a full-time position, but may be able to explore part-time (0.8 / 0.9 FTE).

## Purpose of Job

To provide administrative support to the Grants Team, Head of Grants and Senior Grants Officer to ensure the effective delivery of the Achievement Award scheme, and its associated grants, across London and Essex.

## Main Areas of Responsibility

### 1 Administrative support to Grants Team

- Support Grants Officers by carrying out an initial review of Achievement Award applications.
- Support Grants Officers in following up any applications missing relevant documents and to carry out due diligence checks.
- Assist Grants Team to identify organisations who may be eligible to join our scheme and assist with communication. Support Grants Officers to follow up any stalled, or lapsed, applications or grant reports.
- Support to Grants Officers in processing grant acceptance paperwork, including sending offer letters, actioning acceptances and scheduling payments.
- Support the Grants Team during busy periods by helping to manage calls and email enquiries from grantees, with potential to also help process and assess other small applications and grants.
- Support the Senior Grants Officer with basic application and report processing in their region, in order that they can provide team training and lead quality control.
- Organise and maintain the Grants Team online filing directory.
- Provide administrative support to the Grants Officer leading on our volunteering grants programme, Individual Grants for Volunteering. This will include checking applications for accuracy, eligibility and completeness and any other admin duties, as requested, to support the smooth progress of funding requests through the grant pipeline.

### 2 Administrative support to Head of Grants

- Scheduling meetings, book rooms, coordinating agendas and managing minutes and actions for Grants Team meetings. Book and manage appointments for Coordinator training.
- On request, proofread external communications from the Head of Grants and the Grants Team to grantees or applicants prior to sending. Support with improving grants correspondence, amending published application guidance and updating the website and Community area with any approved changes.
- Liaise with the Operations Team to coordinate the accurate and timely production of spreadsheets of monthly grant recommendations for the Head of Grants and trustees
- Support the Head of Grants and Senior Grants Officer with grant integrity checks to ensure that grant records are up to date and the information accurate.
- Support the Head of Grants in running audit checks across our grants records, checking for documentation and gathering information from grantees, as requested by the Head of Grants.
- Support the Head of Grants in running monthly reports across our Salesforce database to capture information about numbers and types of organisations funded and beneficiary numbers.

### 3 Other Responsibilities

- To actively contribute to Grants and JPF Team meetings.
- Act at all times within JPF's ethos and policies and implement JPF values in your day to day work.
- Undertake any other tasks/projects that may be agreed with the Head of Grants or Executive Team

## 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.

### Qualities, Attitudes and Values

A, I	Strong and demonstrable commitment to the JPF's mission and values	E
I	An interest in supporting and working with young people from diverse backgrounds	E
I	Ability to communicate with young people	E
I	Enthusiasm and a willingness to take on new challenges	E
A, I	Willingness to give/receive feedback, suggest improvements and ask for help	E
A, I	Commitment to your personal and professional development	E
A, I	A commitment to equality, diversity and inclusion	E
I	An understanding of the importance of confidentiality	D

### Skills and Knowledge

I, A, T	Professional manner	E
A, T	IT literate with experience of Word, Excel, Outlook and, ideally, a CRM / database	E
A, T	Good written skills with high level of accuracy	E
A, I	Positive and professional telephone manner	E
A, I	Ability to work effectively with a range of different people	E
I	Self-motivated and reliable	E
I, T	Excellent attention to detail and ability to work with and interpret data	E
A, I	Organised and able to manage a range of tasks	E
A, I	Ability to meet deadlines under pressure	E
A, I	Able to work independently and as part of a team	E
A, I	Interest or experience in working in the charitable and/or youth sector	E

## 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:

Office-based role located at Dockmaster's House, 1 Hertsmere Rd, West India Quay, London, E14 8JJ. 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. Once your induction is complete and progress is satisfactory, we may be able to explore occasional home-based working.

### Hours:

Standard 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. There may 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. We are seeking a full-time position, but are open to exploring a part-time position (0.8 / 0.9 FTE). Please indicate your preference on application.

### 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.

### Pension:

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

### 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.

### Probationary Period:

3 months

### 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).

### 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.

### DBS:

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

### Start/Length of Contract:

Permanent contract

# 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](mailto:recruitment@jackpetchey.org.uk) by **12 noon on Monday 9th 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 on **Tuesday 24th 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/](http://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/](http://www.jackpetcheyfoundation.org.uk/)**

Jack Petchey  
Foundation



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Registered Charity No: 1176221

Company Number: 10872145

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