

Youth Voice and Engagement Intern



Application Pack

January 2025

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 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 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 to celebrate their achievements. To date, the Foundation has invested over £180 million in young people across London and Essex.

This is an exciting time to join our team as we embark on a new three-year strategy. This strategy sets out how the Foundation will continue the legacy left by Sir Jack of recognising young people for the hard work and effort they put into their communities. Each year we recognise the achievements of over 11,000 young people from across London and Essex through our flagship Jack Petchey Achievement Award Scheme. A further 132,000 each year are supported through our Jack Petchey partnership programmes.

Our Strategy

Our Strategy for 2025-2027 is driven by our **Mission, Vision and Beliefs**. 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.

Learn more about our strategy on our [website here](#).

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 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. 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.





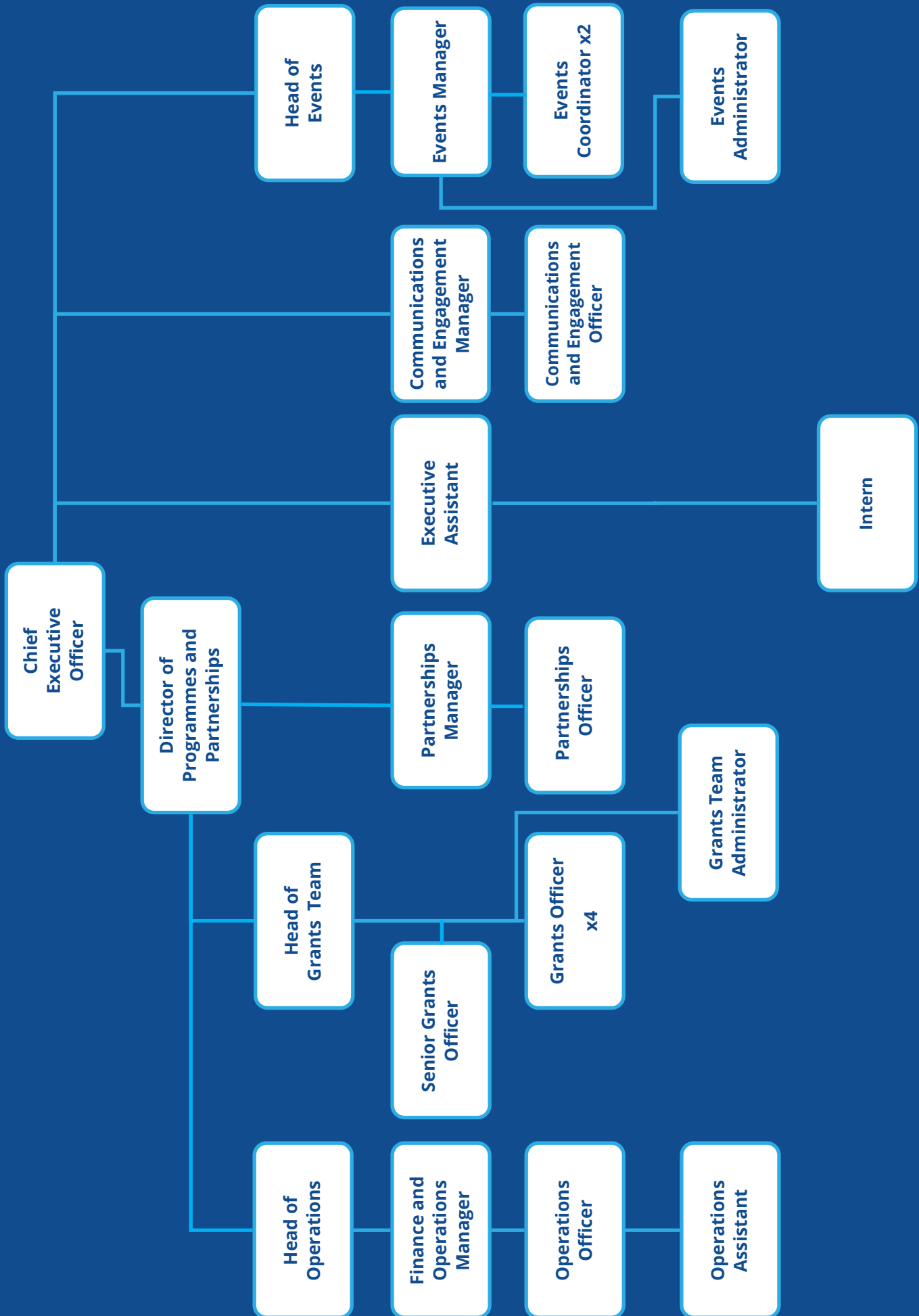
**Jack Petchey
Foundation**
Inspire • Motivate • Achieve 18 YEARS



KÜSCHAL



Our Team



The Opportunity

Job Title	Responsible to
Youth Voice and Engagement Intern	Executive Assistant
	Location
	Canary Wharf, E14

Background

The Jack Petchey Foundation (JPF) is a dynamic organisation established in 1999 by Sir Jack Petchey CBE to inspire and motivate young people and recognise them for their achievements. The Foundation has so far invested over £180 million in young people across London and Essex.

The Foundation has a strong commitment to ensuring that young people are at the centre of our work, that their voices are heard, their views communicated and their leadership supported. This is an exciting time to join the Foundation, as we embark on a new three-year strategic plan.

About the Role

JPF aims to amplify the voices of young people across London and Essex, and we are committed to harnessing their ideas, knowledge and life experiences to influence the way we work as a grant-maker.

As a charitable organisation, founded to support young people, it is essential that young people are part of our work and decision-making; from Board level through to our programme delivery. We aim to provide young people with the resources and opportunities to empower them to do great things, and this role is central to enabling us to do this.

The Youth Voice and Engagement Intern role is a new post that will help us grow our youth voice and youth engagement work within the Foundation in line with our new strategic priorities. This role sits in the Executive Team, and will work closely with the Executive Assistant, as well as colleagues within our Communications and Operations teams. There will be regular opportunities to work collaboratively on projects with other departments and stakeholders.

This is a twelve-month paid internship to begin during March 2025. The successful candidate must be able to take up the post by Monday 25th March 2025, preferably earlier.

About the Internship

You will be part of the Jack Petchey Internship Programme along with 20 other interns, all of whom are employed by a range of youth organisations in London and Essex. Alongside your main work duties there will be a number of development opportunities. These include a residential conference to launch the internship programme; four professional development workshops throughout the year; and a celebration event at the end of the programme.

In addition to your paid salary, you will receive a training bursary of £1,000. This bursary can be used for approved training. We will also match you with an external mentor who will support you with your professional development throughout the year.

Training days and events take place in person in London. As well as carrying out the main duties of the job (as outlined in this booklet) the successful candidate will be required to take part in all training opportunities offered as part of this programme.

About You

If you are a passionate advocate for young people, a strong communicator and an organised individual looking for a varied role in a fast-paced organisation, we want to hear from you! We are actively seeking someone who believes in the power and value of young people's voices to influence change, and will prioritise this above your prior work experience or qualifications. If this sounds like you, please do consider applying for this role.

About Your Responsibilities

The Youth Voice and Engagement Intern will be responsible for supporting our three major youth engagement programmes, as well as a number of other youth voice initiatives across the Foundation.

1 Youth Consultation Panel

The [Youth Consultation Panel](#) (YCP) was formed in 2019, and currently consists of twelve young people, all of whom have directly benefited from one or more of our programmes. This group of passionate young people meet once a month to share their opinions and inform the work of our Senior Management Team and Board of Trustees. The postholder will:

- Be responsible for the general administration of the YCP, through preparing agendas and minutes for monthly meetings and quarterly in-person days, fielding general enquiries from YCP members, processing travel expenses, coordinating event attendance and tracking the group's volunteering hours.
- Support the YCP to develop into a 'shadow board', which will include facilitating their participation in partnership grant making and management, as well as their link to our Board of Trustees.
- Identify opportunities for the YCP to support with ad hoc pieces of work across the organisation, and administrate these projects as required.
- Assist with the recruitment and induction processes for new YCP members and JPF's Youth Trustee.
- Support the Communications team to design and disseminate an annual YCP survey.

2 Jack Petchey Achiever Network

The [Achiever Network](#) (AN) is a 12-month personal development programme that we run for up to 35 young people each year. Participants are invited to apply for a year-long training course, which includes a weekend residential, training days and mentoring. The postholder will:

- Assist the Operations Officer with the general administration of the AN programme, including preparation for training days and attendance at these if required.
- Coordinate AN volunteers for both internal and external events, including circulating parental permission forms and briefing sheets etc.
- Oversee the administration of 50/50 grants (an opportunity for AN graduates to invest in a meaningful cause), by supporting young people with their applications, collating details for Board approval and preparing the corresponding grant offer letters.
- Assist with end-of-programme preparations such as the AN graduation ceremony and yearbook.
- Help to design and implement the recruitment process for young participants on the next Achiever Network cohort.
- Support with the evaluation of the Achiever Network programme.

About Your Responsibilities Continued...

3 Alumni Network

The [Alumni Network](#) is a community for those who've graduated from our [Achiever Network](#) or [Internship Programme](#). It is a way for graduates to remain connected to the Foundation, and for them to give back to other young people as they take their next steps. Launched in September 2024, the network is in its early stages of development. The postholder will:

- Be responsible for the day-to-day administration of the JPF Alumni Network, including: coordinating 2 annual networking events, training opportunities and peer-to-peer mentoring for the cohorts, draft and send letters about opportunities.
- Support the growth of the JPF Alumni Network by identifying and recruiting new members.
- Moderate the JPF Alumni Network online portal, by ensuring that the webpages and resources are up to date and creating new content as required.
- Coordinate and provide written copy for the JPF Alumni Network newsletter, and source case studies, articles and opportunities via our partner organisations.
- Oversee the JPF Alumni Network database on Salesforce, including handling sign-ups, contact details, permissions and any necessary data cleansing.
- Act as the main point of contact for enquiries, communications and requests from all JPF Alumni.

4 Other Responsibilities

The postholder will have the opportunity to work on a number of other youth voice initiatives across each of the teams at JPF:

- Support the Communications team with the following:
 - ◇ Designing our next youth survey and disseminating it to schools and youth organisations.
 - ◇ Amplifying youth voice by facilitating meetings between young people and key external decision-makers (MPs, mayors, councillors etc.).
 - ◇ Developing an engagement strategy for JPF's network of patrons, ambassadors and influencers.
 - ◇ Engaging young people through our creative competitions (cartoon competitions etc.).
 - ◇ Monitoring and sharing relevant sector news and developments with the JPF team that affect young people.
- Help the Grants team with research to identify youth organisations, community groups and charities based in London and Essex who support young people that are currently under-represented in our Achievement Awards programme.
- Assist the Partnerships team in conducting their 6-month post-internship survey, and researching and contacting former participants in the Jack Petchey Internship Programme.
- Work with the Events team to increase the number of young performers at our Achievement Award events.
- Support the Operations team with all activities involving young people on-site at Dockmaster's House (or elsewhere), supporting with health & safety briefings and risk assessments as required.

As the post sits within the Executive team, general administrative support to the Executive Assistant and Chief Executive Officer may also be required.

These are the normal duties which the charity requires from the position. However, it is necessary for all staff to be flexible and all employees will be required from time to time to perform other duties as may be required by JPF.

The postholder will work at all times within the policies, procedures and values of JPF, in particular Safeguarding, Health and Safety, Data Protection and Publicity Consent policies.

Person Specification and Shortlisting Criteria

These skills must be demonstrated in the Application (A), Interview (I) and/or in a Test (T) during the interview stage. Skills and attributes are outlined below as either Essential (E) or Desired (D).

Knowledge/Skills

A, I, T	Strong organisational and administrative skills
T	IT literate with knowledge of Microsoft Office Suite
I	Strong interpersonal skills
I	Able to work independently and as part of a team
A,I	Interest or experience in working in the charity and/or youth sector
I	Ability to adapt communication style for different audiences

Qualities, Attributes and Values

A, I	Strong and demonstrable commitment to JPF's vision, mission and values
A, I	Passion for youth voice and engagement
I	A demonstrable commitment to working with young people from diverse backgrounds and putting them at the heart of the foundation's work
I	A positive self-starter with a 'can do' flexible attitude
I	Ability to forge positive working relationships
I	A desire to learn and develop and to give and receive constructive feedback
A, I	A commitment to equality, diversity and inclusion

Candidates will be selected on the merits of their application and through competency and values-based interview. Please ensure that you provide evidence of all attributes/skills/knowledge/experience marked 'Application' in your application form where you can, to help us when we are developing our shortlist!

We are keen to attract a diverse pool of applicants to this role, and we are aware that some under-represented groups are typically less likely to apply for jobs unless they are sure they comfortably meet all the criteria. With this in mind, we encourage all potential applicants to reflect on their strengths and experience in the broadest sense, including transferable skills where appropriate, when considering their suitability for the position. In all cases, we will select the best candidate for the role.

We will contact all shortlisted candidates at least a week before the next stage of the application process. We want all candidates to feel comfortable and be at their best during the interview stage of the process, and so will give advance notice of the interview topics so that you can feel well prepared.

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, London, E14 8JJ (Canary Wharf). This is an office-based role.

Hours:

Usual office hours are 9am–5.30pm (1 hour for lunch). However, it is expected that the post holder will need to work some evenings and weekends for which time off in lieu will be given.

Salary:

£25,408 per annum

Pension:

If the post holder is over 21 they will be auto-enrolled into the JPF pension scheme but may request to be removed.

Learning and Development:

JPF is committed to developing all staff and has a comprehensive Learning and Development Policy. The post holder will take part in a year's training and development programme with Jack Petchey Interns from 20 youth organisations. An external mentor will be provided. A training bursary of up to £1,000 will be available.

Travel and Expenses:

When on JPF business travel expenses will be paid at public transport rate or 45p a mile if car used for business.

Annual Leave:

25 days (3 of which are to be taken between Christmas and New Year), plus public holidays.

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:

March 2025 for 12 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 **5.30pm on Tuesday 4th February 2025**.

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 **Thursday 13th February 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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JackPetchey
Foundation



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