

Grants Officer (North West/South West London)



**Application Pack
February 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 **Belief**. 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.





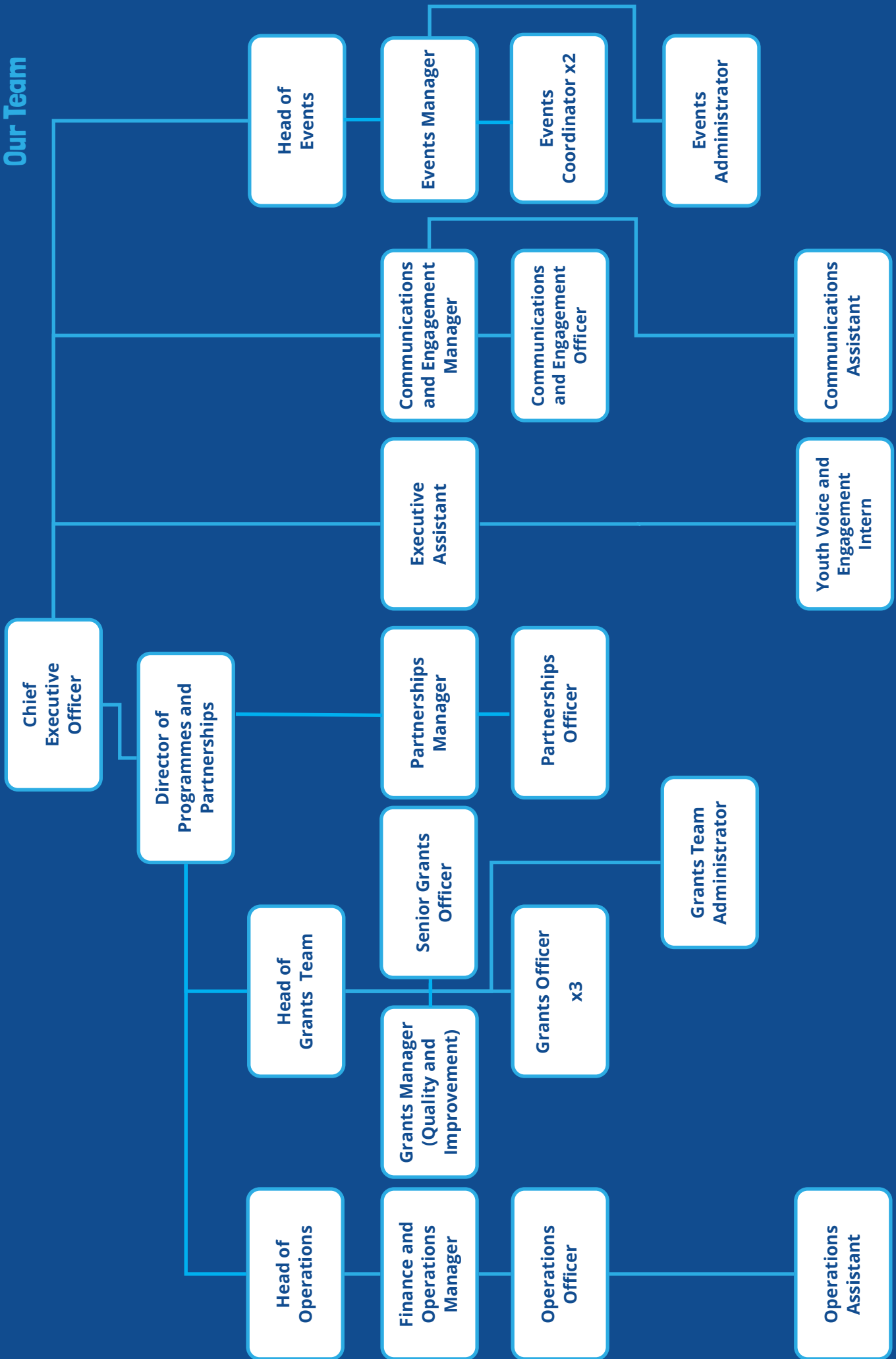
**Jack Petchey
Foundation**
Inspire • Motivate • Achieve 18 YEARS



KÜSCHAL



Our Team



The Opportunity

Job Title	Reports 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 Jack Petchey Foundation (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 positive contribution to society. Achievement Awards are designed to recognise a wide range of achievement, not just those achieving academically, but are also aimed at young people who are 'doing their best' or demonstrating leadership skills, resilience and determination.

The post holder will manage delivery of the scheme and associated small grants in an assigned area of London. They will be responsible for maintaining and developing positive relationships with schools and youth organisations. 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 scheme. This work will also require 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 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 maximise their use of 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 time 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 friendly, dynamic and supportive team that is committed to growing 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 database and 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 excellent eye for detail, strong administration and database 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. You will be someone with great organisational skills and the ability to deal efficiently with regular grant applications, and with busy grant reporting periods twice a year.

Evening and weekend work is a requirement to meet the demands of this role, which on occasion can require up to 2-3 out of hours events in one week, depending on the event schedule. These are seasonal events, primarily during term-time and time off in lieu will be granted for additional hours worked.

This is a perfect time to join the Foundation with a new organisational strategy to deliver – we are exploring how to streamline our processes, improve our support to our grantees, and review our grant-making criteria and 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 Responsibilities

The Grants Officer will support schools and youth organisations to operate the Jack Petchey Achievement Award scheme. The primary duties are:

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 with some weekends), including making a speech to congratulate the young people.

2 Quality Assurance for the Jack Petchey Achievement Award Scheme

- 2.1. Develop relationships with and support schools, alternative provision, and youth organisations on the Jack Petchey Achievement Award (AA) scheme to operate the scheme to the highest possible standard.
- 2.2. Provide timely support to such organisations to enable them to run the AA scheme effectively.
- 2.3. Implement a strategic approach to conducting face-to-face and digital assessment and 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.
- 2.4. Organise and deliver digital and in-person training and/or sessions to support schools and youth organisations to operate the Jack Petchey Achievement Award scheme effectively.

3 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 the 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.
- 3.6. Assess and approve Leader Award Grant, Educational Visit Grant and Environmental Grant applications in accordance with JPF policy.
- 3.7. Assess applications for Leader Award Grants, Educational Visit Grants and Environmental Award Grants in accordance with JPF policy, with recommendations put forward to Grants Manager and Head of Grants team.
- 3.8. Provide regular updates on your work and Grants Officer patch to the Head of Grants team as required.

About Your Responsibilities Continued...

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 to organisations on the Achievement Award Scheme, for example the Jack Petchey's Speak Out Challenge, Step into Dance, Panathlon and First Give.
- 4.4 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 Team and JPF Team meetings.
- 5.2 Take a lead on specific projects as agreed with Head of Grants Team.
- 5.3 Contribute to the assessment of other small 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 and consent policies.

Please note 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 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.

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 ability to speak and write clearly and accurately to your audience	E
A, I, T	Excellent organisational and administrative skills	E
A, T	Excellent IT skills and ability to process and use a database with high levels of accuracy	E
A, I	An understanding of financial accounts	D
I	Good telephone manner and the ability to be professional and courteous in meetings and daily contact with stakeholders	E
A, I, T	Ability to record written 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	D

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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What You Can Expect in Return

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 Road, 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:

The postholder will be on Band C of the JPF Salary Scale (£33,888 - £38,120) with the potential for annual performance related salary increases.

Pension:

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

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 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 (including 3 days to be taken between Christmas and New Year), plus public holidays and the opportunity to buy up to one week's additional annual leave.

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:

Permanent

Probationary Period:

3 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 **12 noon on Monday 24th March 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 **Monday 31st March 2025** – 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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Company Number: 10872145

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