We are looking for a volunteer to coordinate our involvement in the Jack Petchey grant programme which allows us to recognise the achievements of three/four young athletes each year. Jack Petchey awards are given for commitment, supporting others and achieving personal goals and nominations are made by coaches, athletes and parents with the winners decided by the SMRAC committee.  For each winner the Foundation make a grant of £250 available to the club and the young athlete helps to decide how it should be spent to benefit the club members.

In addition, the club has successfully applied for a Leader Award which recognises the dedication of staff and volunteers. Running the Leader Award allows the club access to the JP Small Grants programme once a year and in 2017 the club successfully applied for a £750 grant to take 50 young people and accompanying adults to the Athletics World Championships.

More details about the scheme are on our website <http://smrac.org.uk/aboutus/jack-petchey-achievement-awards/> and the Jack Petchey Foundation website <http://www.jackpetcheyfoundation.org.uk/>

**What does this role involve?**

* Promoting the scheme and encouraging nominations through email and Twitter
* Collating nominations in a spreadsheet and sending details to the SMRAC committee
* Preparing certificate, badges and details for coaches to present the awards at a training session. The certificates, badges etc from Jack Petchey are sent twice a year to the coordinator’s house at around the same time the money is paid to the club for the awards
* Ensuring the money that accompanies each award is spent according to the Jack Petchey grant guidelines
* Completing an online grant form twice a year (June and October) confirming the winners and what the award has been spent on
* Update the SMRAC website with details of the winners (or providing copy for the website)
* Keeping a record of winners, how their money was spent and receipts of the spend
* Coordinating attendance at the annual celebration event for the winners of the Achievement and Leader Award.
* Running the Leader Award once a year to recognise the efforts of staff/volunteers at the club if appropriate
* Potentially applying for the JP Small grants fund once a year if a leader award has been run
* Being the single point of contact at SMRAC for the Jack Petchey Foundation

**How much time does this take?**

* We currently give 2 awards in May/June and another 1 in September/October. This takes around 10- 15 hours in total spread over several weeks. With most of the work being done between April and June and September and October. The Leader Award can run at any time of year; the Small Grants fund is available twice yearly in March and September and can be applied to as long as a Leader Award has been awarded in the past 12 months.

If you would like further information please contact Heidi Spicer on [heidi.spicer@btinternet.com](mailto:heidi.spicer@btinternet.com) who currently coordinates the scheme.

The money from the Achievement Awards is sent twice a year directly from Jack Petchey to SMRAC bank account. £250 x 2 will go in around May and then £250 x 1 around September. Once we have made the awards we ask the winners to pick from a wish list as to how the money should be spent. They choose for example, training equipment or a night out for their group at Nando’s and then usually one of the coaches pays and claims the money back from the Club Treasurer. The money doesn't get given to the winners as it actually belongs to the club.

This scheme is a great way to encourage and inspire our young members, acknowledging commitment as volunteer coaches or recognising obstacles which athletes may have to work hard to overcome.

The grant money has so far provided resources such as starter blocks, throws equipment as well as team building trips which the club wouldn’t otherwise be able to afford.