



## THE PRINCE'S TRUST JOB DESCRIPTION

**JOB TITLE:** Programme Manager - Team

**LOCATION:** Belfast

### INTRODUCTION TO THE PRINCE'S TRUST

Youth charity The Prince's Trust helps disadvantaged young people to get their lives on track. It supports 11 to 30 year-olds who are unemployed and those struggling at school and at risk of exclusion. Many of the young people helped by The Trust are in or leaving care, facing issues such as homelessness or mental health problems, or they have been in trouble with the law.

The Trust's programmes give vulnerable young people the practical and financial support needed to stabilise their lives, helping develop self-esteem and skills for work. Three in four young people supported by The Prince's Trust move into work, education or training. The Prince of Wales's charity has helped 825,000 young people since 1976 and supports over 100 more each day.

**Our Vision:** Every young person should have the chance to succeed.

### Our Values:

- Approachable – we are open minded and value diversity
- Non-judgemental – we focus on the potential not the past
- Inspiring – we lead by example
- Empowering – we enable positive change
- Passionate – we are absolutely committed to supporting young people

### CONTEXT OF THE ROLE:

In the UK, currently there are more than 950,000 young people aged 16-24 who are not in education, employment or training (NEETs). The Trust works with around 55,000 young people across the UK. We support young people through teams of staff, volunteers and delivery partners in three English regions and offices in Scotland, Wales and Northern Ireland. Each of the regions and countries has a Director and in the countries they are supported by Country Advisory Councils, which are made up of non-executive volunteers.

Team is a full-time three month personal development programme for 16-25 year olds largely delivered through community work. Its primary aim is to build confidence, motivation and skills to help unemployed young people return to education or move into employment. It is mainly delivered locally by partner organisations, known as delivery partners, with some direct delivery by The Trust.

**RESPONSIBLE TO:** Head of Programmes – Education, Training and Development



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**RESPONSIBLE FOR:** Programme Executive(s) - Team

### **KEY CONTACTS:**

- Outreach, Assessment and Outcomes Team
- Delivery Partner staff
- Volunteers
- Programme Support Team
- Central Operations Team
- Fundraising teams
- Contract Management Team
- Financial Management Team
- Other Head Office Functions and Departments as required

### **BUDGET:**

Responsible for managing the Team programme budget in the region/country within the financial management guidelines, and for supporting the team to maximise draw down on relevant programme funding contracts.

### **DETAILED RESPONSIBILITIES:**

1. Delivery of Team programme in accordance with the financial and non-financial targets agreed in the annual budget and to the standards set out in the Programme Toolkits.
2. Support and manage the programme team to ensure delivery meets the budget, achieving a range of targets including the number of young people supported and positive outcomes achieved
3. Manage Delivery Partner relationships to ensure staff are trained, quality of delivery and performance is reviewed and appropriate health and safety checks and contracts are in place
4. Carry out Delivery Partner annual reviews and ensure a development plan is produced to further improve the quality of provision
5. Support the qualifications process including liaison between Delivery Partners and the Qualifications team where appropriate.
6. Host Delivery Partner Manager meetings to share best practice
7. Ensure good working relationships with the Programme Support team for all administrative support for the Team programme
8. Develop and implement external funding contracts or initiatives (local and national) to ensure requirements and outputs are achieved



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9. Ensure accurate and up-to-date records, paper and electronic, as required by The Trust or external funding contracts and in line with The Trust's data protection policy
10. Develop and implement action plans to address issues identified in the annual self-assessment and quality assurance processes
11. Management of financial performance within the annual budget and in accordance with the standards set out by the Finance department
12. Support the Head of Programmes throughout the business planning process and undertake any required monitoring and reporting tasks to inform their view of financial or activity numbers.
13. The leadership, recruitment, development, retention and appraisal of staff in accordance with the standards set out in the Human Resources policies and procedures.
14. Compliance with The Trust's governance as described in the Governance Manual ('The Handbook')
15. Ensure compliance with The Trust's policies for working with young people, Recruiting Safely, Safeguarding and Health and Safety.
16. Carry out any other duties as may reasonably be required by The Trust, including deputising as appropriate in areas relevant to own responsibilities



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### PERSON SPECIFICATION

The successful candidate should be able to demonstrate that they understand the challenges that face disadvantaged young people in their area. They will also have an enthusiasm and passion for the work of The Prince's Trust and a conviction to deliver high positive outcomes for the young people The Trust supports. They should be able to demonstrate that they can deliver results through both direct and non direct reporting teams.

Criteria	Essential	Desirable
<b>Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Strong understanding of the challenges young people within The Trust's target groups face</li> <li>• Knowledge of local provision for disadvantaged young people</li> <li>• Knowledge of qualifications/accreditation and further education funding mechanisms</li> <li>• Knowledge of how to monitor and manage budgets, operating within agreed limits</li> <li>• Knowledge of selling techniques</li> <li>• Excellent planning and organisational skills and the ability to manage multiple priorities</li> <li>• Excellent interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal customers</li> <li>• Ability to work both independently and as part of a team</li> <li>• Ability to work on own initiative to find creative solutions to problems</li> <li>• Strong awareness and understanding of equal opportunities and the ability to translate these into effective action</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Health and Safety practices and processes</li> <li>• Knowledge of relevant, local community networks</li> <li>• Knowledge of the benefits system and how it impacts young people</li> <li>• Knowledge of processes for administration and verification of qualifications/accreditation</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of using e-mail, internet, word and spreadsheet packages, accurately and with good attention to detail</li> <li>• Experience of selling a product or programme of work to external audiences</li> <li>• Experience of quality management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a target driven environment</li> <li>• Experience of working directly with young people from The Trust's target groups</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Approachable – will be open minded and value diversity</li> <li>• Non-judgemental – will focus on the potential not the past</li> <li>• Inspiring – will lead by example</li> <li>• Empowering – will enable positive change</li> <li>• Passionate about The Prince's Trust's goals and delivering excellence</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility to work some evenings and weekends as required</li> </ul>



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Criteria	Essential	Desirable
	<ul style="list-style-type: none"><li>• Ability to travel across the region</li><li>• Ability to attend meetings/courses throughout the UK with occasional overnight stays</li></ul>	

*The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Access NI check.*

### EMPLOYMENT DETAILS

#### **Salary band/grade**

Band 4. £26,800 to £35,750 per annum

#### **Starting salary**

£26,800 to £28,290 per annum