



THE PRINCE'S TRUST JOB DESCRIPTION

JOB TITLE: Outcomes & Awards Manager

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 58,000 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.

RESPONSIBLE TO: Senior Head of Enterprise, Employment & Outcomes

RESPONSIBLE FOR: Outcomes & Awards Executives

KEY CONTACTS:

- Programme Teams
- Outreach Team
- Delivery Partner staff



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- 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 Outcomes & Awards budget

DETAILED RESPONSIBILITIES:

1. Identify and develop effective relationships with agencies and organisations that are able to offer outcome opportunities and that have young people in need of our financial assistance - education, training, apprenticeships and jobs and volunteering.
2. Oversee and develop effective relationships with companies that are able to offer work placements and jobs for young people on The Trust's programmes.
3. Delivery of the Awards programme in accordance with the financial and non-financial targets agreed in the annual budget and to the standards set out in the Programme Toolkit.
4. Identify and seek opportunities for PTNI relating to outcomes, awards and funding.
5. Support and manage the team to progress young people through PT programmes, helping them to achieve the outcomes that are right for the individuals and achieving a range of targets.
6. Manage the panel process for young people's applications and ensure that only those that are eligible and most in need of support receive financial assistance
7. Establish all internal departments' needs and embed/integrate the Outcomes and Awards function across all departments
8. Ensure staff team operate in accordance with the stages and processes outlined in the programme toolkits, the minimum quality standards and any additional contractual obligations
9. Develop and implement external funding contracts or initiatives (local and national) to ensure requirements and outputs are achieved
10. Manage and co-ordinate in programme and post programme initiatives to help our young people progress into positive outcomes – Get Hired Days, Opportunity Days, Moving on workshops etc.
11. Ensure accurate and up to date records, paper and electronic, are maintained as required by The Trust or external funding contracts and in accordance with The Trust's data protection policy.
12. Manage and support a team of staff in line with performance management processes ensuring they are supported to achieve the highest performance

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13. Monitor budgets, contracts and forecasts to ensure targets are achieved
14. Understand and apply the requirements of The Prince's Trust policies for working with young people, Recruiting Safely, Health and Safety and Safeguarding
15. Support the Senior Head throughout the business planning process and undertake any required monitoring and reporting tasks to inform their view of financial or activity numbers
16. Attend all necessary internal/external training courses and management/steering group meetings as required
17. Carry out other duties as may reasonably be required by The Trust, including deputising as appropriate on activities relevant to area of responsibility
18. To supply information as required by the Senior Head of Enterprise, Employment & Outcomes,

PERSON SPECIFICATION

Criteria	Essential	Desirable
Skills and Knowledge:	<ul style="list-style-type: none"> • Strong understanding of the challenges young people within The Trust's target groups face • Knowledge of sales techniques • Excellent planning and organisational skills and the ability to manage multiple priorities to successful conclusions • Excellent interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal stakeholders. • Knowledge of how to monitor and manage budgets, operating within agreed limits • Ability to work both independently and as part of a team and to maintain effective relationships with people at all levels of an organisation • Ability to work on own initiative to find creative solutions to problems • Strong awareness and understanding of equal opportunities and the ability to translate these into effective action 	<ul style="list-style-type: none"> • Knowledge of project management techniques • Commercial awareness & networks • Knowledge of relevant, local community networks
Experience:	<ul style="list-style-type: none"> • Experience of selling programmes or products to external organisations • Experience of managing programmes or projects for young people • Experience of working within a target driven environment • Experience of developing & managing relationships with external organisations • Experience of budgeting and financial monitoring processes 	<ul style="list-style-type: none"> • Experience of working within a target driven environment. • Experience of working directly with young people from The Trust's target groups



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Criteria	Essential	Desirable
	<ul style="list-style-type: none"> Experience of using e-mail, internet, word-processing and spreadsheet packages 	
Behavioural Indicators	<ul style="list-style-type: none"> Delivering Results Delivers great outcomes through our vision and strategy, effectively planning and meeting targets. Makes effective, data-driven decisions. Leading by Example Is an inspiring role model for others, building trust and living our Values; Always keeps young people at the centre of what we do. Continuous Improvement Consistently seeks to improve how we do things to achieve better outcomes for young people. Embraces change and innovation. Effective Communication Communicates clearly, effectively and honestly. Listens to others and adapts communication to suit them. One Team Works with others as one team, actively collaborating to achieve a shared vision. Builds relationships across The Trust, sharing information and expertise. 	

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 enhanced Access NI check.

EMPLOYMENT DETAILS

Salary band/grade

Band 4 £26,800 - £35,750 per annum

Starting salary

£26,800 – £28,290 per annum