JOB DESCRIPTION

JOB TITLE: Programme Executive (Team)

RESPONSIBLE TO: Programme Manager (Team and xl)

LOCATION: Northern Ireland

INTRODUCTION TO THE PRINCE’S TRUST:

The Prince’s Trust is the UK’s leading youth charity offering 14–30 year olds opportunities to develop their confidence, skills and job chances, improve motivation and attendance at school, start their own business and overcome barriers and move forward in their lives. It aims to help young people who would not otherwise have the opportunity to succeed – particularly focusing on those who are unemployed, under-skilled, within or leaving the criminal justice system or leaving care.

TEAM

Team is a 12 week programme of personal development. Teams of up to 15 young people participate in a challenging and action-packed programme, a major part of which involves teamwork in the community. It is for a broad mix of 16-25 year olds with unemployed and employed working together. The variety of backgrounds and experience within a Team is a unique ingredient which contributes to the development of all Team members. The programme aims to help young people towards employment, further education and training. All Team activities are carried out under the guidance of the Team Leader. The supportive learning environment of a Team is vital to successful personal development.

Team is delivered nationally for the Prince’s Trust by a network of ‘delivery partners’ – organisations from the public, private and voluntary sectors who are committed to the development of young people. Delivery Partners work within Prince’s Trust guidelines to deliver a development programme of the highest quality in partnership with the Trust.

CONTEXT OF WORK

The Programme Executive will be responsible for maximising the positive outcomes of young people that complete the Team programme. The role will require close co-operation with Delivery Partner Managers, Team Leaders to ensure that the Team programme is run in accordance with the Team Toolkit and Delivery Agreement.

STRUCTURE

The Programme Executive will report to the Programme Manager (Team and xl).
JOB PURPOSE:

The Programme Executive will be responsible for ensuring that all young people who complete the Team programme have a specific progression route developed that will lead to employment and/or further education/training. The Programme Executive will also be responsible for ensuring that Team Leaders maintain the quality standards set out in the Team Toolkit.

RESPONSIBILITY FOR STAFF: None

BUDGETARY RESPONSIBILITY: None

HEALTH AND SAFETY RESPONSIBILITY: Level 1

TASKS AND RESPONSIBILITIES:

Progression

1. Work closely with a designated number of FE Colleges that are delivering the Prince’s Trust Team programmes to ensure that young people are have the opportunity to access progression mentoring whilst in the Team programme.

2. Provide individual support, encouragement and guidance to young people in order to maximise their positive outcomes upon completion of the Team programme including employment, further education, Training and Volunteering.

3. To develop a wide range of contacts in the public and private sector in order to identify local employment trends that will lead to real employment opportunities for Team participants.

4. To recruit and refer young people to other Prince’s Trust programmes including the Enterprise and Get Into programmes etc.

5. To promote the Prince’s Trust – N.Ireland to the private, community and voluntary sectors by delivering presentations and workshops.


7. Co-ordinate links with the community, with employers, education, training bodies and support agencies, such as EGSA and Careers Service.
Quality

8. To carry out quality assessments and review with Team Leaders from designated FE Colleges.

9. To report to the Programme Manager any areas of concern or actions required as a result of assessments and reviews.

10. To ensure relevant team quality information for designated teams is held is maintained and available for audit.

11. To assist the Programme Manager to carry out Annual Quality Reviews where required.

12. To carry out any other duties as required

WORKING CONTACTS:

Internal: Prince’s Trust Staff and Volunteers

External: Delivery Partners
            Team Leaders
            Prince’s Trust Local representatives
            Young people
            Providers of employed young people to the programme
            Corporate Sector
            Voluntary and community Sector

Any organisation/agency working with young people aged 16-25. Including: Jobcentres, Careers Service, Youth Offending Teams and the Probation Service, Local Authority Leaving Care teams, schools and colleges, the Youth Service and youth workers, Community Centres, local training organisations, Youth Clubs etc.

PERSON SPECIFICATION:

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<th>Criteria required for the role</th>
<th>➢ Excellent planning and organisational skills</th>
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<tr>
<td>Skills &amp; Knowledge:</td>
<td>➢ Excellent interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal customers</td>
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<td>➢ The ability to work effectively with young people from our target groups</td>
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<td>➢ The ability to contribute positively as part of a team.</td>
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<td>➢ The ability to work on own initiative and find creative solutions to problems</td>
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<td>A strong awareness and understanding of equal opportunities and the ability to translate these into effective action.</td>
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<td>An understanding of the challenges facing young people with whom the Trust works</td>
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<td>The ability to network and influence key decision makers</td>
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<td><strong>Experience:</strong></td>
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<td>At least two years experience in working directly with young people in a guidance or advisory role.</td>
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<td>Previous experience of working with Delivery Partners</td>
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<td>Experience of using word-processing and spreadsheet packages, accurately and with good attention to detail.</td>
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<td>At least 1 year experience of quality assurance.</td>
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<td>Degree in a relevant discipline</td>
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<td><strong>Technical</strong></td>
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<td>The ability to work flexibly</td>
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<td>Have access to a car or form of transport which will allow you to carry out the full range of duties.</td>
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<td><strong>Circumstances</strong></td>
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<td>Successful Access NI check. (This will be taken up prior to appointment)</td>
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<td>Flexibility to work some evenings and weekends as required</td>
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**CONDITIONS OF SERVICE:**

**Contract:** Permanent

**Salary:** £20,300 - £21,430 per annum, Band 5

**Holidays:** 25 working days per annum plus recognised bank and public holidays. The holiday year runs from January to December.

**Hours:** These will be based on a normal working week of 35 hours and your working days will be Monday to Friday. Start and finishing times are flexible and agreed with line manager. Due to the nature of this position, you may be required to work additional hours should this be necessary to fulfil your responsibilities. No extra payments will be made for this additional time but time off in lieu will be given according to Trust guidelines.
**Period of Notice:** During the probationary period, initially of six months, the period of notice will be two weeks on either side. Thereafter the periods of notice are as set out in the statement of terms and conditions.

**Pension:** You are entitled to join the Trust’s Pension Scheme with effect from three months of the commencement of your employment. Under the terms of the scheme you are required to make a minimum contribution of 2.5% of your salary and the Trust will make a contribution of 7.5% of your salary.

**Retirement:** The retirement date for the both men and women is their 65th birthday, however, you have the right to request to continue working beyond 65. Please contact a member of the HR Department for further details.

**Flexible Benefits:** As an employee of The Trust you can benefit from a range of flexible benefits including private healthcare, dental care, health care cash plans, travel insurance and health screenings. All are