THE PRINCE’S TRUST JOB DESCRIPTION

ROLE PROFILE

Job Title: Programme Executive – Enterprise

Location: Edinburgh

Introduction to The Prince’s Trust
Youth charity The Prince’s Trust helps disadvantaged young people to get their lives on track. It supports 13 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.

The Enterprise programme aims to support unemployed young people who are aged 18-30 to work out whether self employment is right for them, to help them test their ideas, write plans and start a business or achieve alternative goals in employment, education, training or voluntary work.

Responsible to: Programme Manager – Enterprise and Awards

Key Contacts:
- Outreach, Assessment and Outcomes Team
- Volunteering and Secondments Team
- Programme Support Team
- Central Operations Team
- Fundraising Teams
- Contract Management Team

Accountability
THE PRINCE’S TRUST JOB DESCRIPTION

The Programme Executive supports The Trust’s mission ‘to help disadvantaged young people in the UK to change their lives and get into work, education or training’ by:

- Delivering excellence for young people
- Supporting young people achieve positive outcomes in the best and most effective way
- To support and grow the Prince’s Trust reputation within the youth sector

Budget:
Responsible for managing the petty cash for young people’s expenses whilst on the Enterprise programme, for managing own expenses within the financial management guidelines and allocated budget and for supporting wider team to maximise draw down on relevant programme funding contracts whilst keeping expenditure within agreed limits.

Detailed Responsibilities:

1. Progress young people through the Enterprise programme, helping them to achieve the outcomes that are right for them and achieving a range of targets including the number of young people attending group induction and training courses, starting a business and achieving other positive outcomes, as well as targets relating to the amount of financial support awarded

2. Work with the outreach team to ensure young people are matched to the right programme within agreed timeframes and experience a smooth transition between teams

3. Organise and contribute to the delivery of Explore Enterprise training sessions.

4. Organise and facilitate one to one action planning meetings with young people, including helping some young people to write business plans.

5. Support young people to complete plans to test their business ideas, for example market research to test their idea.

6. Maintain monthly contact with all young people on the Enterprise programme and ensure all are progressed to the point of choosing and being ready to pursue an outcome within 12 months.

7. Assess the viability of young people’s business propositions and ensure that only those that stand the best possible chance of success are put forward to receive financial support.

8. Work closely with the volunteer team to coordinate handovers with the volunteer management team to ensure young people requiring a mentor (business or progression) are matched within agreed timeframes

9. Work closely with the Programme Support team to coordinate the payment of young people’s financial support within agreed timescales, and the accurate payment of young people’s awards

10. Ensure delivery complies with the stages and processes outlined in the toolkit, the minimum quality standards and any additional contractual obligations

11. Support the implementation of multiple external funding contracts or initiatives (local and national) to ensure requirements and outputs are achieved
12. Maintain 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

13. Compliance with The Trust’s policies for working with young people, Recruiting Safely, Safeguarding and Health and Safety.

14. Implement action plans to address issues identified in the quality assurance process and annual self-assessment

15. Attend all necessary internal/external training courses and management/steering group meetings as required

16. Carry out other duties as may reasonably be required by The Trust, including deputising as appropriate on activities relevant to area of responsibility

Reporting Responsibilities:
- To supply information as required by the Senior Head of Programmes – Enterprise and Employment, and the Senior Head of Outreach, Assessment and Outcomes
THE PRINCE’S TRUST JOB DESCRIPTION

PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Skills and Knowledge:</strong></td>
<td>• Strong understanding of the challenges young people within The Trust's target groups face</td>
<td>• Knowledge of Health and Safety practices and processes</td>
</tr>
<tr>
<td></td>
<td>• Understanding of the issues facing new and established small businesses especially those run by young people from The Trust's target groups</td>
<td>• Knowledge of how to monitor and manage budgets, operating within agreed limits</td>
</tr>
<tr>
<td></td>
<td>• Understanding of how to compile a business plan, including how to compile and assess financial projections, and assess a business's viability and associated risk</td>
<td>• Knowledge of the benefits system and how it impacts young people</td>
</tr>
<tr>
<td></td>
<td>• Experience of delivering group learning/coaching sessions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Knowledge of local provision for disadvantaged young people</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Good planning and organisational skills and the ability to manage multiple priorities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Excellent interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal customers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ability to work both independently and as part of a team</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Strong awareness and understanding of equal opportunities and the ability to translate these into effective action</td>
<td></td>
</tr>
<tr>
<td><strong>Experience:</strong></td>
<td>• Experience of working directly with young people from The Trust’s target groups within a voluntary or statutory organisation</td>
<td>• Experience of working within a target driven environment</td>
</tr>
<tr>
<td></td>
<td>• Experience of networking with Third Sector agencies.</td>
<td>• Experience of self-employment</td>
</tr>
<tr>
<td></td>
<td>• Experience of using e-mail, internet, word-processing and spreadsheet packages, accurately and with good attention to detail</td>
<td>• Experience of networking with Business Support agencies</td>
</tr>
<tr>
<td><strong>Competencies and Behaviours:</strong></td>
<td>• Approachable – open minded and value diversity</td>
<td>• Flexibility to work some evenings and weekends as required</td>
</tr>
<tr>
<td></td>
<td>• Non-judgemental – focus on the potential not the past</td>
<td>• Ability to attend meetings/courses throughout the UK with occasional overnight stays</td>
</tr>
<tr>
<td></td>
<td>• Inspiring – lead by example</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Empowering – enable positive change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Passionate – absolutely committed to supporting young people</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Satisfactory PVG check</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Ability to travel across the region</td>
<td></td>
</tr>
</tbody>
</table>

EMPLOYMENT DETAILS

Grade: Band 5  
Salary: £20,300 - £21,430