THE PRINCE’S TRUST JOB DESCRIPTION

JOB TITLE: Partnership Development Project Manager

LOCATION: Glasgow

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 Outreach Assessment & Outcomes (OAO) team works closely with the programme delivery teams to ensure that we engage our target customers, deal with young people in a fair and transparent manner, recruit the right young people for the right programmes and work closely with employers, education, training and apprenticeship providers to match the right young person to the right opportunity. Effectively, OAO is provides a wrap-around service for the programme delivery.
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This post will extend the support to the programmes teams further, through the creation and development of exciting new partnerships which add further value to what we can deliver and maximise the potential of the resources and facilities we have in our Prince’s Trust centres in Glasgow, Edinburgh and Dundee.

Our key objective is to ensure that every young person that walks into a PT Centre is welcomed, engaged, and offered a relevant intervention/support, either through the Prince’s Trust or one of our partners.

RESPONSIBLE TO: Senior Head of Outreach, Assessment & Outcomes

RESPONSIBLE FOR: Outreach Executive

KEY CONTACTS:
- Executive Management Team
- Fundraising teams
- Education, Training & Development team
- Employment & Enterprise team
- Corporate Services/Contract Management team

BUDGET:
Responsible for managing own expenses within the financial management guidelines and allocated budget and supporting wider team to maximise draw down on relevant programme funding contracts whilst keeping expenditure within agreed limits.

DETAILED RESPONSIBILITIES:

1. Work with both statutory partners (e.g. DWP, SDS, Work Programme) and other service providers (GCC, Connect 2, Banardos, Action for Children Business Gateway, etc) to integrate delivery within the young person’s journey.

2. Build a culture of partnership with the young person journey at the centre of delivery. This will involve working with organisations to develop shared SLA’s, to adopt a more flexible/efficient approach to referrals and progression – implemented through a case worker approach to engage & retain young people, making best use of our new CRM system.

3. Responsibility for timetabling the mix of services delivered within the Prince’s Trust Centre curriculum across Glasgow, Edinburgh, and Dundee - reviewing young person and staff feedback on appropriate HUB provision and building services to meet young people needs.

4. Establish and communicate referral routes and systems, information sharing and the coordinated timing of interventions.
5. Develop and coordinate a surgery portfolio to deliver a steady and regular offering of wider support services from the NHS, Social Work and Entrepreneurial support.

6. Create a robust and useable map of wider support services with the Clyde valley to inform the young person about specialist support and progression routes – establishing partnership systems to manage this approach.

7. Create a system of shared training and staff development that encourages colleagues to think across programmes to tailor intervention that meets young people’s needs.

8. Develop the hub and spoke model ensuring direct linkage with Local Authority employability hubs to ensure a clear transition to the Glasgow Centre where practical. Replicate the service delivery model and partnership approach from Glasgow to the Edinburgh/Dundee centres.

9. Represent The Trust on various partnership forums to promote the “joined up” approach, influencing the development of policy around co-location and shared resources.

10. Develop an evaluation and review framework to capture the value for money offered by the HUB approach, providing justification of this approach both in performance and in resources.

11. Develop key links to the FE sector coordinating recruitment/admissions, the integration of delivery and progression and influencing the nature of prospectus to support progression.

12. Develop key links to the private sector, establishing and building on Private Sector relationships and association with the HUB – through chambers of commerce, industry sector bodies.

13. Work with wider community resources to plan the use of the centres as a community asset out of traditional office hours – drama, music, sport, national youth groups, other regional and local youth work provision.

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

15. Understand and apply the requirements of The Prince’s Trust Health and Safety and Safeguarding policies.

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
PERSON SPECIFICATION

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| Skills and Knowledge:     | • Adept at business development, being able to spot opportunities and develop proposal that increase the value of PT offering – utilising existing staff, resources and facilities.  
• Good planning and organisational skills and the ability to manage priorities to successful conclusions  
• Good interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal stakeholders.  
• Ability to work both independently and as part of a team and to maintain effective relationships with people at different levels within an organisation | • Project Management Qualification                                           |
| Experience:               | • Project Management experience                                           | • Experience of working in a business or partnership development role       |
|                           | • Experience of creating value through building mutually beneficial partnerships that harness the potential of our combined staff, resources and facilities.  
• Experience of delivering change initiatives and leading projects that require support of multiple teams and partner organisations  
• Experience of programme management, monitoring and evaluation.                |                                                                            |
| Behaviours                | • Approachable – will be open minded and value diversity                  |                                                                            |
|                           | • Non-judgemental – will focus on the potential not the past              |                                                                            |
|                           | • Inspiring – will lead by example                                       |                                                                            |
|                           | • Empowering – will enable positive change                               |                                                                            |
|                           | • Passionate about The Prince’s Trust’s goals and delivering excellence   |                                                                            |

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] PVG Scotland Disclosure.

EMPLOYMENT DETAILS

Salary band/grade
Band 4. £26,800 to £35,750 per annum
Starting salary
£26,800 to £28,290 per annum