



## THE PRINCE'S TRUST JOB DESCRIPTION

**JOB TITLE:** Programme Executive – Education **LOCATION:** Poplar

**RESPONSIBLE TO:** Programme Manager - Education

**BAND:5** £24,350 - £32,450 (Starting salary: £24,350- £25,700)

Youth charity The Prince's Trust believes that every young person should have the chance to succeed. It supports 11 to 30 year-olds who are unemployed or struggling at school to transform their lives.

### CONTEXT OF THE ROLE:

In July 2016 Mosaic, an initiative founded by HRH The Prince of Wales in 2007 moved to The Prince's Trust and together we are aspiring to reach more young people than ever before. We share the same purpose – to help disadvantaged young people to overcome their barriers and move towards education, employment and training. Mosaic specifically targets those young people from deprived communities and has a strong presence within deprived Muslim communities, and connects volunteer role models to young people. Young British Muslims in today's society are disproportionately over-represented amongst those facing disadvantage. They suffer the greatest economic disadvantages of any group in society - unemployment rates for Muslims are more than twice that of the general population (12.8% compared to 5.4%) and 41% are economically inactive, compared to 21.8% of the general population.

The Prince's Trust supports 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. Young people are supported through a variety of core programmes including; Achieve, Mosaic, Fairbridge, Team, Enterprise, Get into, Get Started and Development Awards, together with a variety of smaller developing programmes and new initiatives as they come on line. The Prince's Trust could not achieve its results without the work and support of its volunteers and mentors. The skills volunteers and mentors bring to its programmes set The Trust apart from other organisations and with a ratio of approximately 10:1 volunteers to staff, The Trust derives an immense benefit from volunteers through their time, support and commitment.

### KEY CONTACTS:

- Outreach, Assessment and Outcomes Team;
- Delivery/Referral Partner staff;
- Direct Delivery staff;
- Volunteering and Secondment Team;
- Programmes and Development Team;
- Fundraising teams;



## THE PRINCE'S TRUST JOB DESCRIPTION

- Finance Teams.

### SUCCESS CRITERIA:

1. You will recruit and induct new Delivery Partners in line with The Trust's minimum standards, ensuring Delivery & Referral Agreements are signed, safety management audits have been completed and new partners have received all training and materials in a timely fashion.
2. You will support partners to ensure delivery meets a range of targets and KPI's, including the number of young people supported and positive outcomes achieved.
3. You will promote Prince's Trust programmes in accordance with the targets set out within the regional plan.
4. You will collaborate effectively with partners, the outreach department and direct delivery staff to ensure eligible young people are referred onto 'in-centre' delivery to meet specified targets.
5. You will support delivery partner staff on Prince's Trust Qualifications and encourage them to actively engage in Trust events and added value offers e.g. network meetings, Conferences, Enrichment, Celebrations, sports partnerships and corporate volunteering.
6. You will endeavour to ensure the quality of each Education programme for which you are responsible through reviews, rectification of any non-compliance and the implementation of any recommendations through our QA processes.
7. You will ensure that partner delivery complies with the stages and processes outlined in toolkits, the minimum quality standards and any additional contractual obligations.
8. You will maintain up to date records, paper and electronic, accurately as required by The Trust or external funding contracts and in line with The Trust's data protection policy.
9. All activity will comply with The Trust's policies for working with young people, recruiting Safely, Safeguarding and Health and Safety.

## THE PRINCE'S TRUST JOB DESCRIPTION

### PERSON SPECIFICATION

<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrable knowledge of the local education, training and employment provision</li> <li>• A strong understanding of the challenges young people within The Trust's target groups face</li> <li>• Knowledge of selling techniques and strong presentation skills</li> <li>• Good 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> <li>• Ability to deliver training sessions to Partner staff</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Familiarity with the working practices and environment of educational establishments</li> <li>• Experience of managing relationships and projects with external organisations</li> <li>• Experience of selling a product or programme to external audiences</li> <li>• Experience of using e-mail, internet, word-processing and spreadsheet packages, accurately and with good attention to detail</li> </ul>
<b>Behavioural Indicators</b>	<ul style="list-style-type: none"> <li>• <b>Delivering Results</b> Delivers great outcomes through our vision and strategy, effectively planning and meeting targets. Makes effective, data-driven decisions</li> <li>• <b>Leading by Example</b> Is an inspiring role model for others, building trust and living our Values; Always keeps young people at the centre of what we do.</li> <li>• <b>Continuous Improvement</b> Consistently seeks to improve how we do things to achieve better outcomes for young people. Embraces change and innovation.</li> <li>• <b>Effective Communication</b> Communicates clearly, effectively and honestly. Listens to others and adapts communication to suit them.</li> <li>• <b>One Team</b> Works with others as one team, actively collaborating to achieve a shared vision. Builds relationships across The Trust, sharing information and expertise.</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>• <b>Approachable</b> – will be open minded and value diversity</li> <li>• <b>Non-judgemental</b> – will focus on the potential not the past</li> <li>• <b>Inspiring</b> – will lead by example</li> <li>• <b>Empowering</b> – will enable positive change</li> <li>• <b>Passionate</b> about The Trust's goals and delivering excellence</li> </ul>