THE PRINCE'S TRUST JOB DESCRIPTION

JOB TITLE: Public Sector Partnerships Manager - South of England (London and the South East)

LOCATION: Prince’s Trust House, Eldon Street. EC2M 7LS

This role will be expected to cultivate and network within London and the South East

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 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.

This crucial role at the Princes Trust is responsible for securing long term partnerships and income from local and regional government sources. The successful candidate needs to be an experienced individual with an understanding of what influences funding agendas in the public sector. We are looking for someone who can spot and develop opportunities to fund our core delivery. The role requires a strong communicator with the ability to relate with personal
THE PRINCE’S TRUST JOB DESCRIPTION

credibility with senior personnel in the public, private and voluntary sectors. An understanding of the challenges that face disadvantaged young people in London with the ability to demonstrate good networks with key public sector players is crucial. The role is a combination of external partnership cultivation, internal positioning and desk based bid preparation and development. This role would suit an experienced fundraising manager who is motivated by their passion for young people to raise public sector income in a challenging environment. The successful candidate joins a team in London with responsibility for Kent and South East.

RESPONSIBLE TO: Head of Public Sector Partnerships

RESPONSIBLE FOR: Generating an income up to £300,000.

KEY CONTACTS:
- Public Sector Networks including Local Government, GLA, NHS and Housing Associations
- Internal Fundraising colleagues
- Regional Operational Staff
- Finance and Contract Management
- EMT/SMT

BUDGET: Income Target is £300,000.

DETAILED RESPONSIBILITIES:

1. To proactively cultivate and manage a programme of regular liaison with local and regional public sector funders and partners through meetings and briefings in order to provide The Trust with intelligence leading to new income and partnership opportunities across a range of multiple Local Authority areas across London and the South East of England.

2. To prepare, develop and co-ordinate applications for grants and other public sector funding opportunities in line with agreed financial targets for the region.

3. Develop an internal network of support for new business development and adhere to the Bid Opportunity process to ensure appropriate approval is in place for all public sector fundraising activity.

4. To identify new and existing national, regional and local funding sources of public sector income for The Prince’s Trust activities and target groups.

5. Build active partnerships with key public and voluntary sector agencies to increase the local presence and visibility of The Prince’s Trust.
THE PRINCE’S TRUST JOB DESCRIPTION

6. To ensure all funding is in accordance with the operational delivery plan of The Trust and its programmes, working extremely closely with appropriate staff in the regional operations function.

7. To liaise with the Contract and Finance teams in the development of funding proposals and in the implementation of the contract.

8. To ensure that all funding proposals and contracts adhere to the public sector funding protocols

9. To maintain a good knowledge of all Trust programmes and keep informed of all policy developments and programme innovations.

10. To ensure funders are appropriately recognised and stewarded and maintain accurate records, maintaining and growing The Trust's supporter database, Raisers Edge.

11. Carry out any other duties as may reasonably be required by The Trust, including deputising as appropriate in areas relevant to own responsibilities.

12. To supply information as required by the Senior Head and Head of Regional Public Sector Partnerships Deputy Director Public Sector Fundraising and Regional Directors.
## 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>• An understanding of the government and local authority funding agendas</td>
<td>• An understanding of the needs of young people in London and the South East</td>
</tr>
<tr>
<td></td>
<td>• Exceptional interpersonal skills, and able to relate to a wide range of people</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Communications – written, verbal and experience of making presentations to diverse, high calibre audiences</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Excellent written skills and ability to develop detailed proposals and budgets</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• An organised strong project manager with the ability to use project plans, budgets and other financial information</td>
<td></td>
</tr>
<tr>
<td><strong>Experience:</strong></td>
<td>• Experience in a relevant fundraising, charity or sales and marketing environment</td>
<td>• Direct experience of securing large multi-year funding opportunities in London.</td>
</tr>
<tr>
<td></td>
<td>• Strong influencing skills, with the ability to influence funder expectations and Prince’s Trust staff to ensure we meet these expectations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Demonstrate a robust network of key public sector players in London and/or South East</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Demonstrable experience of generating income through effective partnerships in funding and with delivery organisations (e.g., Local or Devolved Government, FE Colleges, Local Authority Departments, etc)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Demonstrate good team building skills, able to work in support of other teams and bring together colleagues from other departments</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Demonstrate a resilient attitude, able to set and works towards ambitious long term targets within budget and secure financial support on deadline</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Demonstrate experience of working with multiple projects and demands under pressure.</td>
<td></td>
</tr>
<tr>
<td><strong>Behaviours:</strong></td>
<td>• Approachable – will be open minded and value diversity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Non-judgemental – will focus on the potential not the past</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Inspiring – will lead by example</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Empowering – will enable positive change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Passionate about The Prince’s Trust’s goals and delivering excellence</td>
<td></td>
</tr>
</tbody>
</table>

*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.*
THE PRINCE’S TRUST JOB DESCRIPTION

EMPLOYMENT DETAILS

Salary band/grade
Band 4. £29,500 to £39,350 per annum

Starting salary
£29,500 to £31,140 per annum