



THE PRINCE'S TRUST JOB DESCRIPTION

JOB TITLE: Programme Manager – Education

LOCATION: Local Prince's Trust Office or Centre

RESPONSIBLE TO: Head of Programmes

RESPONSIBLE FOR: Programme Executives - Education

BAND: 4

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: 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 Trust deliver programmes in partnership with education and training providers as well as with employers as well as operating a network of Prince's Trust Centres, which directly deliver some programmes. This role is focused on leading and managing our delivery through Education partnerships.

KEY CONTACTS: Outreach, Assessment and Outcomes Team; Delivery/Referral Partner staff; Direct Delivery staff; Volunteering and Secondment Team; Programmes and Development Team; Fundraising teams; Finance Teams.

SUCCESS CRITERIA:

1. You will support your team to identify and recruit new delivery partners in line with our growth strategy, ensuring it targets, locations and partners are aligned to our priorities, and that partners are inducted in line with the Trust's own standards, policies and process.
2. You will support your team and partner networks to ensure delivery meets annual budget commitments, achieving a range of targets including the number of young people supported and positive outcomes achieved.
3. You will successfully develop, implement and manage a plan to promote Prince's Trust programmes, which is aligned with regional opportunities in the education sector.
4. You will support your team to collaborate effectively with partners, outreach and direct delivery staff to ensure eligible young people are referred onto 'in-centre' delivery, meeting our annual budget.
5. You will support your team to manage partner relationships to ensure the quality of programme delivery is continually improved and that regional development plans are produced and implemented following annual self-assessment and in line with our QA processes.
6. You will ensure our partner network deliver Prince's Trust qualifications maximizing the number of programme participants successfully completing a qualification.



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7. You will successfully develop and implement an annual plan to deliver regional programme events and added value offers including; network meetings, Conferences, Enrichment, Celebrations, sports partnerships and corporate volunteering.
8. You will support your team to ensure regional programme delivery complies with the stages and processes outlined in toolkits, the minimum quality standards and any additional contractual obligations.
9. You will support your team to ensure all records, paper and electronic, are accurate and up to date as required by The Trust or external funding contracts and in line with The Trust's data protection policy.
10. You will manage your team's expenditure in accordance with the standards set out by the finance department.
11. You will manage and lead your team in accordance with the behavioural framework and standards set out in the People and Learning policies and procedures.
12. All of your activity will comply with The Trust's policies for working with young people, recruiting Safely, Safeguarding and Health and Safety.

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PERSON SPECIFICATION

Skills and Knowledge	<ul style="list-style-type: none"> • Strong understanding of the challenges young people within The Trust's target groups face • Knowledge of the UK education structure and provision for educational underachievers • Knowledge of selling techniques and strong presentation skills • Knowledge of how to monitor and manage budgets, operating within agreed limits • Excellent planning and organisational skills and the ability to manage multiple priorities • Knowledge of local provision for disadvantaged young people • Knowledge of qualifications/accreditation and further education funding mechanisms • Excellent interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal customers • Ability to work both independently and as part of a team • Ability to work on own initiative to find creative solutions to problems • Strong awareness and understanding of equal opportunities and the ability to translate these into effective action
Experience	<ul style="list-style-type: none"> • Experience of using e-mail, internet, word and spreadsheet packages, accurately and with good attention to detail • Experience of selling a product or programme of work to external audiences • Experience of quality management • Experience of managing programmes or projects within a target driven environment
Behavioural Indicators	<ul style="list-style-type: none"> • Delivering Results Delivers great outcomes through our vision and strategy, effectively planning and meeting targets. Makes effective, data-driven decisions. • Leading by Example Is an inspiring role model for others, building trust and living our Values; Always keeps young people at the centre of what we do. • Continuous Improvement Consistently seeks to improve how we do things to achieve better outcomes for young people. Embraces change and innovation. • Effective Communication Communicates clearly, effectively and honestly. Listens to others and adapts communication to suit them. • One Team Works with others as one team, actively collaborating to achieve a shared vision. Builds relationships across The Trust, sharing information and expertise.
Values	<ul style="list-style-type: none"> • 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 Trust's goals and delivering excellence