

# PRINCE'S TRUST INTERNATIONAL JOB DESCRIPTION



Prince's Trust  
International

## JOB DESCRIPTION

**Job Title:** International Project Manager (Employability, Jamaica)

**Location:** Based from Jamaica (with induction and handover periods spent in London, approx.10%)

### Introduction

Prince's Trust International has been created to address the demand for advice and expertise from governments and NGOs around the world seeking to tackle challenges relating to youth empowerment, engagement and employment.

Our **Vision** is that every young person should have the chance to succeed

Our **Mission** is to work in partnership to help young people build the skills and confidence to live, learn and earn.

Our core **Values**, which underpin everything we do, are:

- |                         |   |
|-------------------------|---|
| → <b>Approachable</b>   | We are open minded and value cultural diversity |
| → <b>Non-judgmental</b> | We focus on the needs                           |
| → <b>Inspiring</b>      | We lead by example                              |
| → <b>Empowering</b>     | We enable positive change                       |
| → <b>Passionate</b>     | We are committed to supporting young people     |

### About Prince's Trust International

Prince's Trust International believes every young person should have the chance to succeed.

Prince's Trust International works in partnership with organisations around the world to support young people aged 11-30 into work, education and training.

Founded by HRH, The Prince of Wales in November 2015, Prince's Trust International has been established to share the successful programmes and expertise of The Prince's Trust, which over the last 40 years has helped over 870,000 young people to transform their lives in the UK.

By working together with local partners we hope to support young people in communities around the world to realise their potential. This is achieved by posting expert staff to assist with the delivery of initial pilot programmes, tailoring to the local need, and providing ongoing support to enable sustainable future delivery.

### Context of Work

Globally, it is estimated that around 70 million young people – more than one in ten – are out of work. Having built effective programmes and strong partnerships to help young people into jobs and self-employment in the United Kingdom, public and private organisations around the world have been turning to Prince's Trust International (PTI) in their search for solutions to youth unemployment and disengagement and to learn from the experience of The Prince's Trust in helping young people into work, education and training.

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Prince's Trust International draws on the programme portfolio developed by The Prince's Trust and is currently running or planning pilot projects and rolling out Prince's Trust programmes in different regions of the world, working with governments and NGOs, as well as corporate partners.

In the Caribbean, Prince's Trust International has been working in Barbados for over 2 years and has recently undertaken scoping exercises in Jamaica and Trinidad and Tobago with the ambition of supporting more young people to Live, Learn and Earn. As a result of the scoping exercises in Jamaica three partnership projects have been identified. Throughout 2019 Prince's Trust International will partner with Junior Achievement Jamaica, the Jamaica Defence Force and the HEART Trust to deliver three pilot projects.

This role will be focused on the partnership with the HEART Trust, the national training agency of Jamaica. PTI will support the HEART Trust to effectively engage employers, deliver Get Hired events, adapt their existing programmes and subsequently increase the number of young people moving into paid employment following a HEART Trust programme.

Youth unemployment in Jamaica, despite improvements in recent years, remains above 25%. Whilst there is a multiplicity of youth employability programmes on offer in Jamaica the progression into paid and sustainable employment is low. There is very little meaningful or structured interaction between the public and private sectors so PTI and HEART Trust are committed to bridging that gap. Through the development of a dedicated HEART Trust Employer Engagement Team, and the introduction of PTI methodologies and programme frameworks the partnership will aim to build strong cross-sector relationships in Jamaica and ensure that unemployed young people have the opportunity to move into sustainable work.

### **Overview of role**

The focus of this role is to work within the HEART Trust to support with the development of an employer engagement function, to collaboratively undertake employer engagement activities, to introduce Get Hired events and PTI programme methodologies. This will involve training HEART Trust staff at all levels, leading the creation of an employer engagement strategy and supporting with recruitment as required, advising and supporting HEART Trust staff to conduct effective employer engagement and deliver Get Hired events, maximising knowledge transfer between partners, on-going support and capacity building and evaluating the pilot in line with PTI processes. The successful candidate will be required to liaise with a number of key stakeholders including HEART Trust Head Office and national teams, private sector companies, government ministries, various community-based NGOs and the wider community.

This role will be based in Kingston with frequent travel across Jamaica to support activities in other locations.

We are looking for someone to start in this role at the beginning of April and therefore interview dates are listed below. Please note that Prince's Trust International will provide full induction and training for this role and will cover all flights to/from Jamaica as well a local apartment, business expenses and full insurance cover whilst in-country.

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**Interview Dates:** 5<sup>th</sup> and 6<sup>th</sup> March 2019. Please note this may take the form of a selection day.

**Responsible to:** Senior Regional Manager, Caribbean and Americas

### **Key Relationships:**

- Caribbean and Americas Programmes Team & wider Programmes Team
- Prince's Trust International Head Office team
- Key stakeholders in Jamaica including HEART Trust NTA
- Project funder(s)
- The Prince's Trust Get Hired and Corporate Partnerships teams
- Other Prince's Trust Head Office Functions and Departments as required

### **Budget:**

Responsible for managing the project budget within the financial management guidelines, and for supporting the Prince's Trust International team to maximise draw down on relevant programme funding contracts.

### **Detailed responsibilities:**

1. Lead the development of an employer engagement strategy, work closely with the Delivery Partner to do so
2. Work closely with the Delivery Partner to develop an operational plan and accompanying internal processes for effectively managing the project, building their capacity where necessary
3. Adapt and deliver the Employer Engagement Training senior staff and officers involved staff of all levels within the Delivery Partner
4. Work closely with the Delivery Partner to effectively engage national and international employers through hosting events, conducting senior stakeholder meetings, building networks, and other best practice methods
5. Provide on-going support to the Delivery Partner, offering advice and guidance on all aspects of employer engagement, building their capacity throughout the lifetime of the project
6. Work closely with the Delivery Partner to establish Get Hired events across multiple locations, adapting the content to suit the local context and partner, and to adapt existing HEART Trust programmes to become more employer led
7. Lead the adaptation of PTI programme frameworks, training, supporting materials and delivery resources to the local context, consulting with stakeholders, Prince's Trust International and Prince's Trust throughout.

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8. Work closely with the Delivery Partner to develop, deliver and manage the project in accordance with agreed plans and budget.
9. Facilitate and encourage knowledge exchange and sharing of best practice between Prince's Trust UK teams and the Delivery Partner
10. Oversee the growth of delivery to new locations, ensure staff are trained, and provide support and guidance for implementation and delivery.
11. Ensure project delivery meets the targets set by Prince's Trust International, local stakeholders and funders, including relevant Health & Safety and Safeguarding requirements. Support project partners to build effective operational frameworks to ensure the future sustainability of the project and its ongoing benefits to young people
12. Train and advise the Delivery Partner on the Prince's Trust International monitoring & evaluation framework, ensuring knowledge, integrity and reporting is embedded into operational frameworks for Team delivery.
13. Work with the Prince's Trust International team and project partners to identify, develop and maintain effective relationships with international agencies, other partner organisations, community based organisations and funders to generate continued support for the project and identify potential for further work both in Jamaica and other countries as required.
14. Keep up to date with developments in the UK and the Caribbean youth sectors and local private especially in relation to potential opportunities to enhance and develop the project in Jamaica and the wider region.
15. Ensure accurate and up-to-date records, paper and electronic, as required by Prince's Trust International, The Prince's Trust or external funding contracts and in line with The Trust's data protection policy. Ensure accurate programme information is communicated on the Prince's Trust International website, any stakeholder, funder and project partner websites or publications, and in press releases.
16. Ensure compliance with The Trust's policies for working with young people, Recruiting Safely, Safeguarding and Health and Safety where appropriate.
17. Carry out any other duties as may reasonably be required by Prince's Trust International, including deputising as appropriate in areas relevant to own responsibilities.

## **PERSON SPECIFICATION**

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The successful candidate will be a resilient, enthusiastic, self-starter with a strong understanding of the challenges facing disadvantaged young people in Jamaica, experience of working on youth development interventions in challenging environments and the ability to train and capacity build partners overseas to deliver results under challenging and varied circumstances. They will have strong planning and organisational skills and the ability to work with and train people at different levels of seniority and from different countries in the public, private and voluntary sectors, with evidence of their ability to influence and secure sustainable results. They will have enthusiasm and passion for the vision of Prince's Trust International, and a conviction to deliver high positive outcomes for young people worldwide.

Please reference all essential criteria in your application as a minimum, and note that **(S)** indicates priority initial shortlisting criteria. We strongly recommend you tailor your application in consideration of the project specifics detailed in the narrative above to demonstrate your suitability for this role.

Criteria	Essential	Desirable
<b>Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Strong understanding of the challenges faced by unemployed young people in the UK and overseas <b>(S)</b></li> <li>• Knowledge of employment training and the social, economic and cultural contexts in PTI countries</li> <li>• Excellent planning and organisational skills and the ability to manage multiple priorities both independently and within a team <b>(S)</b></li> <li>• Excellent interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal customers and stakeholders from different countries <b>(S)</b></li> <li>• Knowledge of processes for monitoring and evaluation</li> <li>• Knowledge of how to monitor and manage budgets, operating within agreed limits</li> <li>• Strong awareness and understanding of equal opportunities and the ability to translate these into effective action</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised project management qualification</li> <li>• Knowledge of employment training and the social, economic and cultural contexts in Jamaica</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of developing effective relationships with corporate partners <b>(S)</b></li> <li>• Experience of working collaboratively within a complex and large organisation and successfully delivering projects or initiatives that span disciplines and reporting lines <b>(S)</b></li> <li>• Experience of programme or project management, developing programmes to meet the needs of young people and partners <b>(S)</b></li> <li>• Experience and ability to lead and motivate a diverse team <b>(S)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working directly with young people from The Prince's Trust target groups</li> <li>• Experience of developing effective relationships with corporate partners in the Caribbean region</li> </ul>

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Criteria	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Experience of working in other countries and/or cultures</li> <li>• Experience of developing and delivering group training sessions for young people, staff or volunteers <b>(S)</b></li> <li>• Experience of working within a target driven environment</li> <li>• Experience of using e-mail, internet, word-processing and spreadsheet packages, accurately and with good attention to detail</li> </ul>	
<b>Competencies and Behaviours:</b>	<ul style="list-style-type: none"> <li>• Ability to commit to and demonstrate the Prince's Trust International values outlined above <b>(S)</b></li> <li>• Ability to stay calm and work effectively under pressure <b>(S)</b></li> <li>• Ability to work on own initiative to find creative solutions to problems <b>(S)</b></li> </ul>	
<b>Disposition:</b>	<ul style="list-style-type: none"> <li>• Satisfactory DBS check (where appropriate)</li> <li>• Flexibility to work overseas (Jamaica and other countries if required) for significant periods of time <b>(S)</b></li> <li>• Flexibility to work some evenings and weekends as required</li> </ul>	

### EMPLOYMENT TERMS

Pay Band:	Band 4 (min £29,500 – max £39,350)
Contract:	Fixed Term
Contract duration (if fixed term):	12 months
Working hours:	Full time, 35 hours per week