YOUR NEW ROLE AT THE TRUST

JOB TITLE:	**Youth Development Lead - Jobs Guarantee**	**PAY BAND:**
FUNCTION:	Delivery	Support **Delivering** Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	Supporting young people to achieve their employment goals by providing tailored support throughout their journey. From developing skills and confidence to securing employment and progressing in work, we work alongside young people and employers to create sustainable career opportunities and lasting positive outcomes.	

WHERE YOU WILL FIT

CEO	Director of Delivery UK	Director of Jobs Guarantee	Head of Delivery	Delivery and Performance Manager	**Youth Development Lead**

HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

Your role supports young people throughout their employment journey, from developing employability skills and confidence through to securing and sustaining employment. Through training delivery, one-to-one coaching, job matching and in-work support, you will help young people overcome barriers, achieve positive employment outcomes and progress towards long-term career goals.

WHAT WILL YOU DO?

- Deliver high-quality employability training that builds young people's skills, confidence and readiness for sustainable employment.
- Manage a caseload of young people from referral through to sustained employment, delivering positive outcomes against programme targets.
- Support young people with applications, interviews, job search activity and employment opportunities.
- Provide personalised coaching, action planning and information, advice and guidance tailored to individual needs.
- Work collaboratively with employers, partners and colleagues to create and support employment opportunities.
- Maintain positive relationships with Young People that encourage sustained participation in the programme.
- Accurately record young person, employer, volunteer and partner data to ensure compliance and effective outcome tracking.
- Contribute to employment, sustainment and wider contract performance targets.
- Champion EDI, safeguarding and compliance with quality, health and safety, and data protection standards across all activities.
- Undertake other duties as required, including deputising and supporting activities relevant to the role.

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Ability to deliver employability training and one-to-one coaching.	You'll support young people to develop the skills and confidence needed for employment.
Ability to manage a caseload and coordinate multiple priorities effectively.	You'll support young people from referral to sustained employment outcomes.
Ability to provide personalised information, advice and guidance.	You'll tailor support to individual needs and barriers to employment.
Ability to build trusted relationships with young people, employers and partners.	You'll maintain engagement and create successful employment opportunities.
Experience	**Why do we need this?**
Experience supporting young people or individuals into employment.	You'll help young people secure and sustain suitable employment opportunities.
Experience addressing barriers to employment and progression.	You'll support young people to overcome challenges and achieve outcomes.
Experience working to performance targets and contractual outcomes.	You'll contribute to programme success and service delivery objectives.
Experience maintaining accurate records and compliance requirements.	You'll evidence outcomes and meet programme reporting standards.

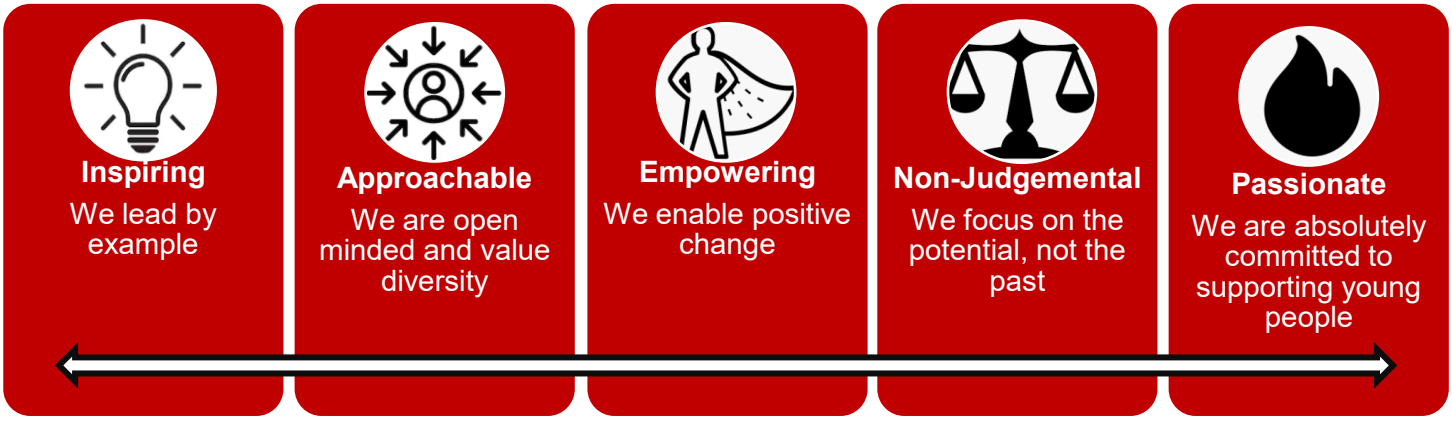
WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience delivering employability or work-readiness programmes.	You'll be able to effectively prepare young people for employment.
Experience supporting in-work sustainment activities.	You'll help young people remain and progress in employment.
Skills & Knowledge	**Why do we need this?**
Knowledge of local labour markets and employment sectors.	You'll align support to current vacancies.
Knowledge of funded employment or employability programmes.	You'll support funded contract objectives effectively.
Ability to liaise effectively with employers and external stakeholders.	You'll support placements, retention and partnership development.
Understanding of employment retention and progression strategies.	You'll help young people sustain and develop in work.

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQIA+ Network). For more information, click here.

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others by demonstrating reliability You engage in challenges with optimism and resilience You're authentic and bring your unique talents to work, encouraging others to do the same	You seek out opportunities afford by change, adapting accordingly and to enhance own development and build expertise. You suggest improvements and alternative approaches wherever appropriate You give and receive feedback, harnessing new information to improve your own performance	You're approachable, clear and professional You treat people as individuals, tailoring communication and influencing style accordingly. You communicate difficult messages and challenge others' thinking effectively You listen to others with empathy and sensitivity You act as an ambassador for The Trust whenever communicating externally	You offer support to colleagues and ask for help when needed You manage the expectations of others, gaining buy-in where required You share knowledge and information You build relationships with others across The Trust and externally, where appropriate You act as an ambassador for your own team across The Trust	You manage projects effectively; planning, organising resources and reprioritising as required You monitor progress towards milestones, taking actions to ensure deadlines are met You make effective, data-driven decisions, considering consequences and consulting with others where appropriate You take the initiative to solve problems and develop several potential solutions

THE WELFARE OF OUR YOUNG PEOPLE

The King'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. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.