



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Assistant People Partner	PAY BAND:
FUNCTION:	People & Learning (P&L)	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	P&L partner with the Trust to ensure colleagues have the best possible experience during their time here and are able to do their best work for young people. This means we support with effective on-boarding when people join, provide great learning opportunities and support with every other aspect of people management, including pay and reward, development, employee relations, talent, and recruitment.	











WHERE YOU WILL FIT

CEO	Director of People & Learning	Head of People Partnering	People Partner	Assistant People Partner
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

The Assistant People Partner supports the People Partner team to deliver a range of People & Learning interventions which are aimed to ensure colleagues have a great experience whilst working at The Trust and are ultimately able to do their best work for young people.

WHAT WILL YOU DO?

-  Manage, lead, or contribute to projects within the People Partnering team.
-  Prepare monthly and quarterly reports and provide ad-hoc data to the People Partners to provide insight into our workforce and drive data led decision making.
-  Provide first line advice to Managers on informal employee relations matters and support formal casework as required.
-  Provide support to the People Partners through the annual pay review, including providing data and reports, arranging meetings, and coaching line managers.
-  Be an active member of the People Partner team, contributing to planning and continuous improvement and providing ad hoc representation at stakeholder meetings.
-  Deliver training when required in support of colleague development.
-  Provide support to the wider People & Learning team, contributing to departmental projects as required.
-  Support the People Partner team in delivering talent management activities.
-  Undertake tasks in support of the continuous improvement of our People services and support.
-  Provide support with employee engagement activities including analysing results and supporting stakeholders with action planning in response to annual and pulse surveys.



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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?
Foundational knowledge of employment law and best practice	You will provide advice and coaching to line managers on implementing HR policies and procedures
Ability to build strong and influential relationships with a range of stakeholders	You'll be working directly with a range of stakeholders across the organisation so building strong trusting relations will be key
Ability to analyse and interpret People metrics	A key part of your role will be providing people metrics and insight to the People Partner team
CIPD level 3 qualified or relevant equivalent experience	Your role requires a foundational level of experience and knowledge in human resources to enable the postholder to hit the ground running
Excellent attention to detail	You will be responsible for data input, data cleansing and analysis of metrics
Ability to handle sensitive information and data with high level discretion and confidentiality	Working in the People & Learning team you will be working with confidential and sensitive information, so discretion is key
Strong awareness and understanding of the importance of Equality, Diversity & Inclusion (EDI) and ability to translate this into effective action	EDI is a key priority for the People Partnering team and your role will support with driving forward People initiatives in support of the EDI Action Plans across The Trust
Experience	Why do we need this?
Experience of working in a People & Learning function	You will be supporting a busy team with multiple deadlines
Experience of providing support to a team / multiple stakeholders	
Experience of managing multiple deadlines, prioritising tasks, and managing expectations	

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience of managing employee relations casework	You will be required to support with formal employee relations casework at busy periods. Previous experience of this is helpful but training and support will be provided.






WHAT DO WE EXPECT FROM YOU?



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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.

 <p>Inspiring We lead by example</p>	 <p>Approachable We are open minded and value diversity</p>	 <p>Empowering We enable positive change</p>	 <p>Non-Judgemental We focus on the potential, not the past</p>	 <p>Passionate We are absolutely committed to supporting young people</p>
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Here at The Prince'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 PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBT 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 at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others through reliability and holding self-accountable for success Resilient in the face of challenges, not taking constructive criticism personally You're authentic and bring unique talents to work, encouraging others to do the same You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things You seek opportunities to enhance own development and build expertise You role model a positive and constructive approach to giving & receiving feedback You support others in adapting to change</p>	<p>You're approachable, clear, and assertive You cascade important and relevant information to others clearly and swiftly You treat people as individuals, tailoring communication and influencing style accordingly You communicate difficult messages and challenge others' thinking effectively You listen to and empathise with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required You share knowledge and information You build and invest in relationships across The Trust You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans & targets You take responsibility for making and implementing logical, data-based decisions You're flexible and responsive as priorities and requirements change You seek solutions and solve problems, empowering others to do the same</p>

THE WELFARE OF OUR YOUNG PEOPLE

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. As part of this commitment, we undertake basic disclosure checks in accordance with 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.