



YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Digital Manager	PAY BAND:	
FUNCTION:	Delivery	Support	
THE TEAM:	Digital Manager is part of the Wales delivery team. Dedicated to aligning digital and tech employment outcomes to young people.	Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team	

WHERE YOU WILL FIT

CEO	Director of Delivery	Senior Head of Delivery	Head of Delivery	Digital Manager
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You will develop new and maintain existing partnerships with employers and partners in the digital and tech sector in Wales, specifically to provide outcome opportunities for young people within the sector. Primary focus will be on supporting young people into employment outcomes in South Wales.

WHAT WILL YOU DO?

- Establish new employer partnerships in the digital and tech sector in Wales
- Liaise closely with the Delivery and Programme Development team to ensure partnerships and outcomes align to the delivery outputs
- Ensure The Prince's Trust is connected to employers and employment networks and training providers in Metropolitain and High Need areas
- Manage relevant partnerships to ensure safe and quality delivery for young people in line with Trust policy and guidance
- Ensure data and impact reporting information is captured accurately and timely to support contract drawdown
- Advocate Equality, Diversity, Inclusion (EDI) in line with The Trust strategy and local action plan
- Actively role model best practice in how to operate in a safe and compliant way delivering maximum value for young people and The Trust
- Be part of the Wales Leadership Team
- Undertake other Service Delivery Duties as and when required







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?
Deep understanding and knowledge of the	To increase our connections and partnerships in key
employment sectors & training providers in digital and tech	sectors
Effective data analysis skills and ability to interpret complex information to improve service delivery	You will need to interpret and present insight and data on employment & labour markets in the region to drive employment outcomes
Commercial acumen with ability to communicate and network with multiple stakeholders	You will seek new opportunities and partnerships with employers and training partners in digital and tech which create employment opportunities for young people
Knowledge of Safeguarding, Health & Safety practices and a strong understanding of the value of Equality Diversity and Inclusion in the work place	To ensure The Trust safeguards staff, young people, volunteers and engages partners who do the same
Experience	Why do we need this?
Experience of working with the digital and tech sector	To increase the Prince's Trust network.
Building and managing strategic partnerships.	To manage new employer partners excellently and ensure we secure and retain great partnerships
Experience of developing effective delivery or referral partnerships e.g. FE Colleges, Third Sector, Local Government, Employers.	The post holder will need to develop and manage a range of partnerships to support employment outcomes
Translating strategy and contractual requirements into deliverable operational initiatives and plans.	To ensure new partnerships add meaningful value to young peoples journey and support outcomes
Deep knowledge, understanding and empathy of the current issues and barriers faced by young people across the UK.	We want you to care deeply about making a lasting change to young peoples' lives and understand the lifechanging role you play in supporting young people every day

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?	
First-hand experience of working with the young people we support.	To ensure we understand the impact of our partnerships have on the young people we support.	
Skills & Knowledge	Why do we need this?	
A well developed understanding of the issues that young people	We expect you to have a deep understanding of the issues that young people are currently facing – if you have first-hand experience then it would be even better.	

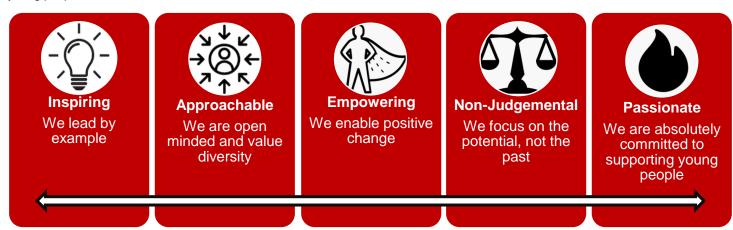
WHAT DO WE EXPECT FROM YOU?





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 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 (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 at a specialist/managerial level, we would expect that you live these behaviours.

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

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.