



START SOMETHING

YOUR NEW ROLE AT THE TRUST

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










WHERE YOU WILL FIT

CEO	Director of Delivery	Senior Head of Delivery	Head of Delivery	Digital Manager
-----	----------------------	-------------------------	------------------	------------------------

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 Metropolitan 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

THE SKILLS YOU'LL BRING



Prince's Trust

START SOMETHING

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 employment sectors & training providers in digital and tech	To increase our connections and partnerships in key 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?



START SOMETHING

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>
----------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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
<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.