



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Government Partnerships Coordinator	PAY BAND:
FUNCTION:	Fundraising - Government Partnerships	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Government Partnerships function is formed of teams across Central Government, England, Scotland, NI and Wales. Their core role is to drive engagement, influence, and develop partnerships with local and national government departments. In doing this, the team will secure over £10m+ of public sector income each year to improve the lives of young people.	

WHERE YOU WILL FIT

CEO	Director of Fundraising & Marketing	Director of Government Partnerships	Head of Government Partnerships	Government Partnerships Coordinator
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

The Government Partnerships Coordinator plays a key support role in the England Government Partnerships team. You will support the wider team to secure scalable income (typically £500k to £1m in value) from public sector bodies to reach more young people and drive greater impact. The income raised is critical to the Trust's place-based strategy which enables us to support young people who most need our help. Your role will be critical in making sure the England team have the support they need to engage key public bodies, and senior stakeholders and deliver an industry leading stewardship experience.

WHAT WILL YOU DO?

-  Provide high-quality research into key areas of importance for the team, presenting findings in a clear and succinct format.
-  Support the team with meeting preparation including PowerPoint slides and Tableau reports.
-  Attend external meetings where appropriate (both online and in person), bringing relevant transferable knowledge in support of meeting objectives.
-  Support the team in setting up meetings with key stakeholders, including wider internal teams where appropriate (together with associated briefing papers).
-  Support the team with the bid and tender submission process (including the England Funding Workshop).
-  Support the team to develop and deliver a stewardship plan in our key metro areas.
-  Support the team with the monthly income forecast process.



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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?
Excellent interpersonal skills, able to relate to a wide range of people.	You will need to gather key information from colleagues, attend meetings and feed into them.
Excellent written skills, ability to write reports and contribute to bids and tenders.	You will be providing briefing papers, supporting bids and tenders.
Strong organisational skills with the ability to prioritise, multi-task and problem-solve.	You will be supporting the team with a variety of regular critical tasks e.g. England Funding Workshop, re-forecast, meeting prep.
A strong understanding of the challenges young people within The Trust's target groups face.	You'll need to provide support in meetings and bids and tenders.
Experience	Why do we need this?
Experience working with data/datasets that can be used in presentations.	We need to be able to demonstrate reach and impact with external stakeholders.

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience in partnership development	You will be liaising with key partners, working towards shared goals.
Experience in fundraising	You will be supporting the team with the resources needed to develop successful partnerships and income.
Experience in project delivery	You will be supporting the team with complex projects and/or bids.
Skills & Knowledge	Why do we need this?
A background in public policy.	To support the team in drawing out and responding to key external public priorities and policies.

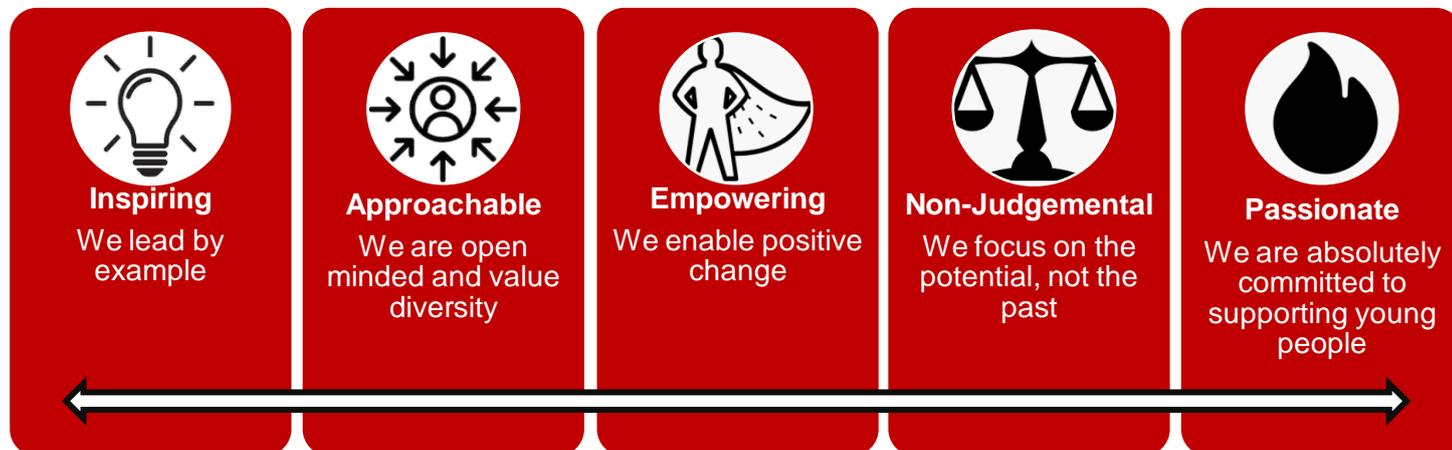
WHAT DO WE EXPECT FROM YOU?



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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.



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 the support 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 their work You keep young people and our end goal in mind You're calm, confident and resilient under pressure 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	You inspire others by embracing change and demonstrate flexibility in adapting to it You demonstrate creativity in order to improve how things are done in your own area of work You seek to learn and enhance your own development You give and receive feedback, building awareness of own strengths and development areas	You're approachable, clear and professional You treat people as individuals, tailoring communication accordingly You communicate messages and challenge others' thinking effectively You listen to others with empathy and sensitivity You support and protect The Trust's reputation when communicating externally	You offer support to colleagues and ask for help when needed You manage the expectations of others You share knowledge and information You build relationships with team members across The Trust and externally, where appropriate You seek to increase awareness of how The Trust works across functions	You plan and organise own time and resources to meet deadlines You adjust priorities as circumstances change You make effective, data-driven judgements and escalates decisions when needed You take the initiative to create and implement 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.