

Job Description



JOB TITLE: International Programmes Executive, Caribbean

CONTRACT TYPE: 12 Months Fixed Term

HOURS: 35 hours per week

LOCATION: London (office-based 50% of the time).

PAY BAND: £33,340

RESPONSIBLE TO: International Programmes Manager, Caribbean

RESPONSIBLE FOR: N/A

About King's Trust International

The King's Trust International (KTI) has been supporting young people worldwide since 2015. We were founded by HM The King to tackle the global crisis of youth unemployment.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, earn and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Africa, Asia, the Caribbean, Europe and the Middle East.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

Ways of working

The King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, earn and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our [website](#) for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people.

Purpose of the Role

King's Trust International (KTI) has worked with partners in the Caribbean since 2016, beginning in Barbados and expanding to Jamaica, Trinidad and Tobago, Saint Lucia and The Bahamas. Across the region our partners have reached almost 12,000 young people through KTI education, employability and enterprise programmes. Our practical global programme models, adapted and scaled through local systems, enable governments and other partners to strengthen education and youth employment outcomes.

This fixed-term role will provide agile support across the Caribbean portfolio, helping to strengthen delivery where it is most needed. It is expected to focus on the ongoing delivery of our programmes in Jamaica and Trinidad and Tobago, while also contributing to wider regional activity and emerging opportunities across the Caribbean.

Our work in Jamaica and Trinidad and Tobago began in 2019. This role will support five projects across Jamaica (45%) and Trinidad and Tobago (45%), alongside wider regional work (10%). Working closely with the International Programmes Manager for Jamaica and Trinidad and Tobago, you will help five established partners deliver high-quality youth programming, meet partnership requirements and global minimum standards, and strengthen the evidence that shows what is changing for young people. You will lead project monitoring activities, support partners to implement monitoring and evaluation frameworks and submit required data, and gather insight through focus groups and case studies when needed. You will also help bring the work to life by creating and maintaining simple marketing, communications and promotional materials, and contributing to internal and external reporting and proposals. This role would suit someone who is passionate about youth development, enjoys building trusted relationships, and wants a varied opportunity to contribute across programme delivery, learning, communications and partnership development while gaining valuable experience in international development, government partnerships and the education and youth employment landscape in the Caribbean.

This role will involve approximately four to six weeks' travel per year to Trinidad and Tobago or Jamaica to work directly with our in-country delivery partners.

Key Relationships

- KTI Caribbean Team
- KTI Regional and Programme Quality Function Teams, i.e. Impact and Design and Delivery
- In-Country and Regional Stakeholders, including employers and potential partners, as required.
- KTI Fundraising Team
- KTI Marketing & Communications Team

In Jamaica:

- HEART NSTA Trust
- Junior Achievement Jamaica
- Jamaica Youth Business Trust

In Trinidad & Tobago:

- National Training Agency of Trinidad & Tobago
- Volunteer Center of Trinidad & Tobago

Key Areas of Responsibility

1. Support the International Programmes Manager (Jamaica and T&T) on all aspects of project and programme management, including planning, implementation and delivery partner engagement, in

line with the project lifecycle framework. Deputise for the International Programmes Manager when required. Alert the International Programmes Manager to observed programmatic risks and opportunities.

2. Lead engagement with KTI's Impact Team on routine data collection and ensure the collection of project monitoring and evaluation information from all partners, including ensuring compliance with organisational frameworks and funder requirements.
3. Where appropriate, lead on specific initiatives within Jamaica and Trinidad and Tobago or regionally, including specific aspects of scoping for new programmes and partners. If relevant, lead on specific aspects of new programme design in consultation with the International Programmes Manager and relevant KTI teams, including Design and Digital and Impact.
4. Lead on the collection of case studies, conducting focus groups and delivery observations as necessary, according to the KTI Monitoring Framework and funder requirements.
5. Work with the partners and the KTI Design and Digital team and International Programmes Manager to create, review and adapt programme content, materials or guidance, as required.
6. Support the International Programmes Manager to work with KTI's Safeguarding Team to ensure minimum safeguarding standards are maintained by all delivery partners, including ensuring action plans and risk assessments are updated.
7. Provide support in the preparation of funding proposals, donor reports, and prospect research in co-ordination with the fundraising team.
8. Work with the Caribbean team to support the design, development and delivery of training and networking sessions to organisations across the region, as required. This may include supporting some programme development with delivery partners that are not based in Jamaica or Trinidad and Tobago.
9. When needed, support the International Programmes Manager to conduct due diligence on current and prospective partners to ensure alignment with organisational standards and values.
10. Build a strong network of stakeholders, across the public, private and voluntary sectors, in Jamaica and Trinidad and Tobago.
11. Facilitate research initiatives to inform programme design and contribute to strategic planning and evaluation efforts.
12. Support the development and implementation of marketing and communications plans for programmes, including the creation of press releases and other promotional materials.
13. Be the initial point of contact for volunteers and employers that approach KTI and support them to engage effectively with partners.
14. Support the planning and execution of international and national project visits involving partners, funders, and stakeholders.
15. Support the regional team to maintain strong networks of relevant stakeholders and potential partner organisations.
16. Carry out any duties as may reasonably be required by KTI.

Person Specification

Please read these notes carefully:

The King's Trust International is committed to representing, at all levels, the global communities and young people that we serve. We value transferable skills and know that women, gender non confirming folx, disabled and global majority/ Black, Indigenous and People of Colour (BIPOC) / racialised people are statistically less likely to apply for a role if they feel that they do not meet at least 90% of criteria on the job description/person specification. We are dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging - so we only include essential criteria on our person specification that is genuinely required to do the job. We focus on your aptitude, transferable skills and behaviours to assess your potential with us.

Essential criteria describe the skills, knowledge or qualifications that are necessary to be able to do the role. Some criteria will be assessed at the shortlisting (**s**) stage, based on the information you have provided in your CV and supporting statement. Do not just say, for example, 'I have good communication skills'. Your statement should provide evidence of how you have gained experience or used this skill or knowledge. If the skill has been gained in a very different context, you may want to add how you think it will transfer to this role. Other criteria may be assessed as part of an assessment (**a**) or at interview (**i**). Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

The successful candidate will be a confident, organised and collaborative programme executive who can support high-quality youth programming across Jamaica, Trinidad and Tobago and the wider Caribbean. They will bring strong relationship-building, communication and coordination skills, be comfortable working with data and evidence, and show sound judgement, initiative and resilience when working with partners, colleagues and stakeholders across different locations.

Criteria	Essential	Why is this needed?	How will this be assessed?
Experience	Experience of supporting projects or programmes, including planning, coordination, partner engagement and delivery administration.	The role supports five projects across Jamaica and Trinidad and Tobago, alongside wider regional activity, so the postholder must be able to coordinate varied workstreams and provide practical support across a variety of areas.	S, I
	Experience of presenting information for a variety of audiences, including creating and/or inputting into communications materials and reports for internal or external stakeholders.	This role involves creating and updating simple communications materials, such as presentations, programme information documents and case studies, along with contributing to context research, internal reporting and external proposals, and presenting information accurately and accessibly.	S, I
	Experience of project monitoring and/or evaluation processes and tools.	This role will involve taking the lead on monitoring key performance metrics and progress against milestones, as well as supporting partner organisations to collect	S,I

		and submit data in line with global processes supported by KTI's Impact Team.	
	Experience of collecting data and gaining feedback, for example through focus groups, delivery observations, interviews or surveys.	At times, this role will involve interacting directly with stakeholders in the Caribbean to gather insights through focus groups, interviews, delivery observations or other methods.	S, I
	Experience of engaging with international contacts — partners, colleagues, stakeholders or organisations — and building positive cross-cultural working relationships.	The role involves working with delivery partners, employers, funders and stakeholders across the public, private and voluntary sectors across Jamaica and Trinidad and Tobago. Whilst our central teams and other regional teams are based in the UK, our partners and the majority of the Caribbean team including line management for this post, are based in the Caribbean.	S, I
	Experience of working on youth focused programmes or with youth focused organisations.	The role requires an understanding of the considerations involved in youth-focused programmes and will be responsible, with guidance and support, for leading youth focus groups and collecting case studies.	S, I
	Experience of supporting others to understand and implement programmes, systems or processes — for example, designing, facilitating or supporting training; capacity building with people or partners; helping colleagues or stakeholders to address problems and challenges collaboratively.	Supporting KTI's delivery partners in Trinidad and Tobago and Jamaica is a core part of this role, with a particular focus on monitoring and evaluation. The role may involve working with colleagues in partner organisations to introduce and implement systems and processes on a remote, one-to-one or small-group basis, or supporting the facilitation of remote or in-person training, capacity-building, networking or learning sessions.	S, I
Skills and Knowledge	Understanding of the challenges and opportunities facing young people globally – particularly in the Caribbean.	KTI's mission is to empower young people to learn, earn and thrive, and the role will contribute directly to youth-focused programming in the Caribbean.	S, A, I
	Excellent planning and organisational skills, with the ability to manage multiple priorities independently and as part of a team.	The role works across multiple partners, countries, deadlines and workstreams.	S, I
	Strong written and verbal communication	The role involves communicating with a wide range of stakeholders and contributes to	S, A, I

	skills, with the ability to produce clear materials and communicate effectively with different audiences.	donor reports, case studies, marketing and communications activity.	
	Ability to work collaboratively with partners and colleagues to adapt materials or processes for local contexts.	The role requires the postholder to work with Caribbean partners to implement global minimum standards and processes effectively in local contexts.	S, I
	Good attention to detail and ability to maintain accurate records, documentation and data.	The role involves monitoring information, due diligence, donor reporting, safeguarding action plans and project documentation, all of which require accuracy and care.	S
	Ability to use initiative, solve problems and work effectively across different locations, including remotely or across time zones.	The postholder will need to progress agreed activity, respond to risks and opportunities, and remain effective when priorities change in an international working environment.	A, I
	Ability to use Microsoft Office and remote working tools, including SharePoint, Word, Excel, PowerPoint, Microsoft Teams and Zoom.	The role will involve online collaboration, data handling, written outputs, presentations and remote engagement with partners and colleagues.	S

Criteria	Desirable	Why is this needed?	
Experience	Experience of working or volunteering in the Caribbean	This would enable the postholder to work more effectively with partners from the outset and have a deeper understanding of the context of KTI's Caribbean work.	A/I
	Experience of Monitoring & Evaluation framework design and implementation	A key element of this role is responsibility for supporting partners with M&E, including M&E framework design supported by our Impact team.	A/I
	Experience of working directly with young people, especially disadvantaged young people	KTI's work in the Caribbean focuses on young people with fewer opportunities and less advantage. Direct experience of working with young people will help the postholder support partners effectively.	A/I
Skills and Knowledge	Knowledge of project management cycles, monitoring and evaluation approaches or programme quality tools.	This would help the postholder get up to speed quickly with KTI's project lifecycle, monitoring framework and funder reporting requirements, although training and support will be provided.	A/I
	Knowledge of the youth, education, employability,	Local or regional knowledge would support stakeholder engagement, contextual	A/ I

	enterprise or community sector in Jamaica, Trinidad and Tobago or the wider Caribbean.	understanding and programme relevance, but transferable experience from other contexts will also be valued.	
	Knowledge of safeguarding principles or experience of supporting safeguarding-related documentation or action plans.	The role will support partners to maintain safeguarding standards. Prior knowledge would be helpful, but the postholder will work with KTI's Safeguarding Team and established organisational processes.	A/ I

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.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value and promote diversity of experience and thought to enable our staff, partners and young people to thrive and achieve their full potential	We value sincere, authentic and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

We are committed to equality, diversity and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability including neurodiversity, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure. Having a criminal record will not automatically exclude applicants.

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public.

These are our core behaviours for all staff.

 Effective communicators	 Approachable	 Solution-oriented	 Inclusive	 Emotionally intelligent & resilient
We demonstrate an open, honest, jargon-free and clear communication style to build rapport and nurture partnerships with internal and external stakeholders. We communicate core expectations, for example around safeguarding, clearly and effectively to ensure young peoples' safety is at the centre of our work and never compromised. We value the importance of transparency, honest feedback, setting clear expectations, understanding roles and responsibilities, and speaking up for what we believe is right.	We demonstrate characteristics of open-mindedness, respect and honesty to anyone wishing to approach us. We apply our behaviours to support this by being mindful of our own reactions and being receptive to ensure people want to engage with us, we actively listen and demonstrate our appreciation of their input.	We focus our energy on enabling solutions to the challenges we meet. We demonstrate leadership by owning our work, taking responsibility for our actions and pro-actively engaging with our stakeholders and partners to gain deep understanding of the environments we work in and the young people we work for. We support our partners, colleagues and youth in solving problems and delivering impactful programmes. We plan and adapt our interventions and processes and employ proactiveness to enable the most meaningful outcomes.	We value different backgrounds, experiences and opinions and believe that these will make us better equipped to make quality decisions, apply sensitivity to context and mutual exchanges, as well as recognise potential throughout our organisation and our partnerships. We actively invest in rapport building with all stakeholders and strive to support team work internally and externally. We respect others and our planet. We apply humility and empathy and strive for reciprocity and equality in all exchanges.	We nurture awareness and reflection, including being mindful of self-biases, cultural differences, as well as our own and other people's circumstances. We foster the capacity to be aware of, control, and express our emotions, and to handle interpersonal relationships judiciously and empathetically. We use emotional intelligence to build resilience. We risk making mistakes as a way of learning. We celebrate creativity, curiosity, eagerness to learn and open-mindedness.