



START SOMETHING

YOUR NEW ROLE AT THE TRUST

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| JOB TITLE: | Senior Tester | PAY BAND: |
| FUNCTION: | Technology | Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team |
| THE TEAM: | The Technology function is responsible for the design, development and operations of range services including Digital Services that support young people, Business Services that support our staff & volunteers, Infrastructure, Workplace technology and our growing Data & Analytics capability. | |

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|-----|--------------------------|--------------------------|-----------------------|----------------------|
| CEO | Chief Technology Officer | Head of Design & Digital | Digital Delivery Lead | Senior Tester |
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WHERE YOU WILL FIT

HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?





As a Senior Tester, you will have the opportunity to work on a range of projects across our different portfolios which will have a direct or indirect impact on the work we do with Young People. Effective testing will ensure our services meet both functional and non-functional requirements, allowing us to support Young People in the best way possible.

WHAT WILL YOU DO?

As a member of the testing community you will:

-  Work within your delivery team to execute designated test cases, test scenarios or exploratory testing including unit test, integration test, system test and acceptance test.
-  Work with end users and the relevant delivery team to identify detailed content for test cases and or test scenarios and produce all required test cases.
-  Log all faults arising during testing and ensure these are forwarded to the appropriate development or support function for resolution.
-  Maintain testing logs and report progress to the Test relevant Delivery Manager at agreed intervals.
-  Provide input to all test report documentation.
-  Attend test planning workshops alongside the relevant Delivery Manager and assist in ensuring that all pre requisites necessary to ensure successful testing (environments, test data, resources, tester training, fault and control logs etc) are called out, such that they can be delivered in line with project schedules and milestones.
-  Align with colleagues across the testing community to ensure common ways of working and knowledge sharing.
-  Actively contribute to an equitable, diverse, and inclusive workplace.

As a Senior Tester you will work on our most complex projects, and will:

-  Advise delivery teams on appropriate test methods for the project, timeframe, budget, stakeholders and situation at hand.
-  Provide mentoring for our less experienced test resources.
-  Work with Delivery Management colleagues to develop and run the Testing Community of Practice with a core set of processes and templates that meet the needs of different ways of working needed for the different portfolios.
-  Run knowledge share sessions.



Prince's Trust

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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? |
|--|--|
| Requirements and functional specification analysis, test planning, test scripts specification and execution, recording of test results and associated defects. | These are the core elements of the role, so you need to be able to confidently use them in practice. |
| Reading Technical Documentation and Technical Models (including at a minimum data models and state models) | You will read, understand and provide feedback on the technical documentation, ensuring your test cases are able to confirm the solution meets requirements. |
| Conceptual thinking, able to understand the underlying issues in complex problems. | You'll work constructively with the technical team to challenge solutions and feed in input. |
| Self-managing and multi-tasking. | You will manage your own workload across multiple stands of the same project, or on occasion across multiple projects, prioritising their own time and workload effectively. |
| Microsoft Office specifically Word, Outlook, PowerPoint, Project, Visio and Excel. | You'll need to be able to use the tools we provide at the Trust to document and share requirements and information. |
| Experience | Why do we need this? |
| Significant experience acting as a Tester on complex, cross-functional projects working with business users as well as technical colleagues. | You will work independently on complex projects with limited oversight. |
| Experience testing across different hardware, software and an integrated technical infrastructure and architecture. | |
| Prior experience of working with Defect Tracking software. | |
| Experience of Non-Functional Testing. | We are increasing our maturity of using testing tools. |
| Experience of Testing Tools, such as Selenium, JIRA or HP ALM. | |
| Experience operating in both Waterfall and Agile environments and adapting business analysis approach accordingly. | You'll need to quickly embed and contribute to the team and the project, running in these two methodologies that are commonly used at The Trust. |
| Experience of Testing of both package software and bespoke software. | Our projects tend to use a mix of bespoke and off the shelf tools and the appropriate test techniques for each are slightly different. |
| Proven ability to negotiate and interact with staff and suppliers at all levels. | You are likely to be the only Tester on the project you are assigned to and will need to link people together & share ideas between different levels of technical expertise and seniority. |
| Experience and understanding of quality control. | This will help you to familiarise with our existing tool set. |

THE SKILLS YOU'LL BRING

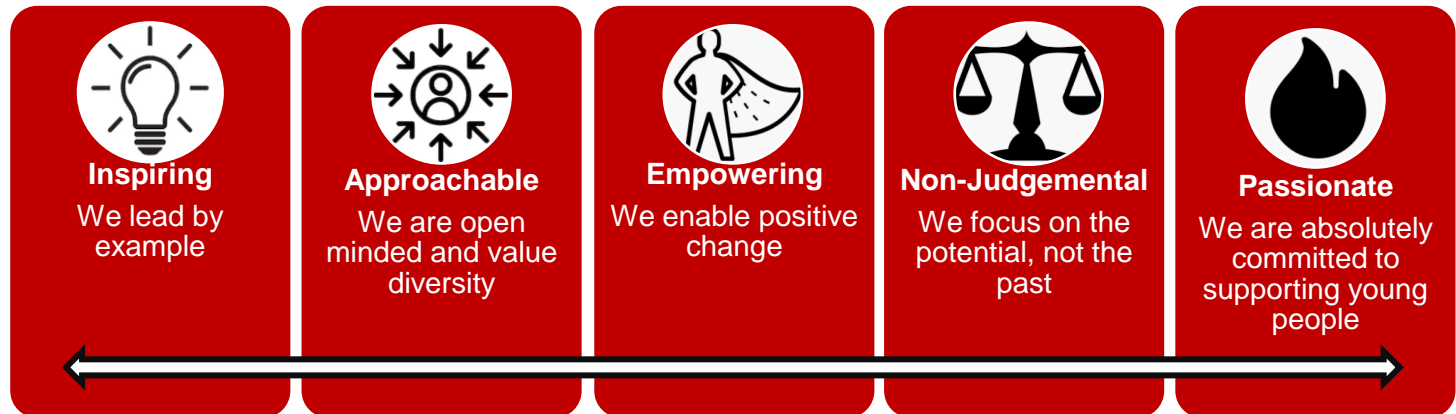
WE WOULD LOVE IT IF YOU COULD DO THIS

| Experience | Why do we need this? |
|--|---|
| Experience operating in the third sector. | To provide insight into the unique considerations of the sector. |
| Skills & Knowledge | Why do we need this? |
| A professional qualification in testing such as an ISEB/ISTQB Foundation certificate. | Industry standard Test knowledge, and proof of your assimilation of this knowledge will be beneficial. |
| Familiar with Oracle Service Cloud, OPA, OBBIE, Web Centre Sites, SOA, Microsoft SQL, or Reporting Services. | This will help you to familiarise with our existing tool set. |
| Familiar with SAP SuccessFactors | |
| Familiar with Finance systems | |
| Familiar with Fundraising systems | |
| Familiar with integration technologies. | |
| Familiar with custom websites, web portals, and web apps. | |
| Familiar with Tableau | We have reducing numbers of custom databases that can be accessed via SQL, but a general knowledge of databases is always beneficial in understanding system set up, as the majority of systems are built on top of an underlying database. |
| Knowledge of SQL and databases. | |

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 the delivery level, we would expect that you live these behaviours.

| Leading by Example | Continuous Improvement | Effective Communication | One Team | Delivering Results |
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| <p>You inspire others through passion for what we do</p> <p>You keep young people and our end goal in mind</p> <p>You build trust in others by demonstrating reliability</p> <p>You engage in challenges with optimism and resilience</p> <p>You're authentic and bring your unique talents to work, encouraging others to do the same</p> | <p>You seek out opportunities afforded by change, adapting accordingly and to enhance own development and build expertise.</p> <p>You suggest improvements and alternative approaches wherever appropriate</p> <p>You give and receive feedback, harnessing new information to improve your own performance</p> | <p>You're approachable, clear and professional</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly.</p> <p>You communicate difficult messages and challenge others' thinking effectively</p> <p>You listen to others with empathy and sensitivity</p> <p>You act as an ambassador for The Trust whenever communicating externally</p> | <p>You offer support to colleagues and ask for help when needed</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build relationships with others across The Trust and externally, where appropriate</p> <p>You act as an ambassador for your own team across The Trust</p> | <p>You manage projects effectively; planning, organising resources and reprioritising as required</p> <p>You monitor progress towards milestones, taking actions to ensure deadlines are met</p> <p>You make effective, data-driven decisions, considering consequences and consulting with others where appropriate</p> <p>You take the initiative to solve problems and develop several potential solutions</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.