

# YOUR NEW ROLE AT THE TRUST



**START SOMETHING**

<b>JOB TITLE:</b>	Youth Development Lead – Delivery Partnerships	<b>PAY BAND</b>
<b>FUNCTION:</b>	Delivery	Support <b>Delivering</b> Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
<b>THE TEAM:</b>	The Prince's Trust Delivery Team change young people's lives. They will support directly and digitally, through partnerships and volunteers thousands of young people across the UK each year.	









## WHERE YOU WILL FIT

Delivery Director	Senior Head of Delivery	Head of Delivery	Delivery Manager	<b>Youth Development Lead</b>
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## HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

Since 1976, our Delivery Teams have given over 1 million young people hope for the future. By onboarding, training, and managing a caseload of delivery partners, you will be ensuring a high-quality experience for young people. Your work will inspire and create opportunities for young people to increase their skills and confidence.

## WHAT WILL YOU DO?

-  Develop and lead relationships with relevant external delivery partners to reach the Trust's target audience.
-  Onboard, train and effectively manage a caseload of delivery partners, ensuring a high-quality experience and positive outcomes for young people.
-  Support delivery partners to deliver The Trust's programmes, access training, resources, and qualifications, and work in line with our quality frameworks.
-  Ensure delivery partners' compliance with safeguarding, health and safety, data protection and other policies, dealing with complaints/issues as required.
-  Facilitate events, best practice sharing, networking or end-of-programme events and be prepared to coordinate and facilitate sessions with young people as needed.
-  Accurately record information and data on young people or partners to ensure each stage of the journey is correctly reflected on our systems and complies with the relevant aspects of our funding contracts.
-  Champion Equality, Diversity and Inclusion encouraging positive action and change through the implementation of local plans supporting our EDI aims.
-  Carry out other duties as may be required by The Trust, including deputising as appropriate on activities relevant to the area of responsibility.

# THE SKILLS YOU'LL BRING



Prince's Trust

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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?
Highly organised, flexible and able to prioritise workload	We have multiple delivery partners across large geographies running programmes at different times
Strong communication skills with the ability to build, influence and sustain effective stakeholder relationships both internally and externally.	You need to be confident in discussions with headteachers, teaching staff, delivery partner managers and other stakeholders
Willing and able to work face-to-face and virtually and to travel over large geographies (Including occasional overnight stays)	Delivery partners are spread over large geographies and face-to-face contact with delivery partners and young people is vital
Ability to work well independently, in a team and collaborate with other departments	You may work directly with colleagues to work on partnerships running multiple programmes and requiring volunteer support
Confidence in using online tools and processes	A high level of digital skills and communication about The Trust's systems and processes is essential to help partners utilise our systems
Experience	Why do we need this?
Experience in delivering engaging and inclusive sessions focussed on skills development to schools, employers, and young people.	Our delivery partners run educational programmes for 11–19-year-olds and our Team programme is delivered to 16–25-year-olds. You will be required to support delivery partners by providing informal sessions supporting the programmes and this may also include some sessions with young people.

## WE WOULD LOVE IT IF YOU COULD DO THIS

Skills & Knowledge	Why do we need this?
Knowledge of education, employability and funding landscape.	Delivery partners access education funding to support programme qualifications and run to academic timetables.
Knowledge of working with volunteers where they support delivery partners.	It's important that our volunteers feel supported in the work they help us do through our delivery partners.
Accurate data input recording on CRM systems	We need to accurately record who we work with and evidence their progress to demonstrate the impact of our programmes to our young people and supporters.
Able to work confidently in line with GDPR, Safeguarding and Health & Safety policies and processes.	It is important that our staff, young people, volunteers and partners are safe and that we can work confidently and be compliant with policies and processes.
Experience	Why do we need this?
Experience in delivery partner management	Working with a range of delivery partners across education, public and third-sector organisations and being able to manage and support them effectively in this work.






# 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.

 <b>Inspiring</b> We lead by example	 <b>Approachable</b> We are open minded and value diversity	 <b>Empowering</b> We enable positive change	 <b>Non-Judgemental</b> We focus on the potential, not the past	 <b>Passionate</b> We are absolutely committed to supporting young people
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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
You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others by demonstrating reliability You engage in challenges with optimism and resilience You're authentic and bring your unique talents to work, encouraging others to do the same	You seek out opportunities afforded by change, adapting accordingly and to enhance own development and build expertise. You suggest improvements and alternative approaches wherever appropriate You give and receive feedback, harnessing new information to improve your own performance	You're approachable, clear and professional You treat people as individuals, tailoring communication and influencing style accordingly. You communicate difficult messages and challenge others' thinking effectively You listen to others with empathy and sensitivity You act as an ambassador for The Trust whenever communicating externally	You offer support to colleagues and ask for help when needed You manage the expectations of others, gaining buy-in where required You share knowledge and information You build relationships with others across The Trust and externally, where appropriate You act as an ambassador for your own team across The Trust	You manage projects effectively; planning, organising resources and reprioritising as required You monitor progress towards milestones, taking actions to ensure deadlines are met You make effective, data-driven decisions, considering consequences and consulting with others where appropriate You take the initiative to solve problems and develop several potential 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.