

# YOUR NEW ROLE AT THE TRUST



**START  
SOMETHING**

<b>JOB TITLE:</b>	Youth Development Lead – Development Awards	<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 joining the Development Awards programme, you will support a caseload of young people aged 16-30 to enhance their employability and life skills, by providing cash grants to help them access outcomes in education, training or employment.

## WHAT WILL YOU DO?

-  Collaborate with Outreach and Marketing colleagues and our contact centre, to ensure young people are safely and successfully recruited and engaged.
-  Identify and explore barriers to maximise each young person's engagement and opportunities for both support and financial needs.
-  Be responsible for a caseload of young people, providing one-to-one support and guidance to progress into outcomes, signposting where necessary.
-  Develop and manage relationships with relevant external organisations such as referral partners, delivery partners, and outcome providers such as employers and colleges to reach the target audience. Collaborate with partners and external support to ensure young people have a range of support and progression opportunities.
-  Be responsible for developing a relationship with young people on your caseload and providing a post-award follow-up with progression support until an outcome is secured.
-  Manage the programme's day-to-day finances and procurement issues. For example, processing payments, booking travel and accurate receipt keeping.
-  Train and encourage colleagues and volunteers to adopt Development Awards to support young people, ensuring best practice processes are followed consistently.
-  Accurately record information and data on young people, volunteers or partners to ensure each stage of the journey is accurately reflected on our systems and complies with the relevant aspects of our funding contracts.
-  Ensure all delivery is completed within our quality frameworks and complies with safeguarding, health and safety, and data protection policies.
-  Champion Equality, Diversity and Inclusion encouraging positive action and change through the implementation of a local action plan that supports our overall aims within EDI.
-  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?
Ability to manage a caseload of young people and prioritise their support	You will be managing multiple priorities whilst maintaining consistent high-quality support for young people to help them move towards positive outcomes
A strong understanding of the challenges young people face within The Trust's target groups	You will work with young people from a variety of disadvantaged backgrounds and will be responsible for aiding them to overcome barriers to accessing support
Excellent organisational skills, with an ability to take initiative and work under pressure to problem solve in challenging environments	Working directly with young people, it is essential to be adaptable and be resilient as you will be supporting young people to overcome financial barriers
Experience	Why do we need this?
Experience supporting young people to overcome barriers to accessing education, employment or training	You will be working directly with young people and responsible for helping them overcome challenges to progress towards outcomes
Experience working effectively across different departments and teams to drive shared results	At The Prince's Trust we have a one team approach. It is essential you are able to work with different functions to support the trust on a number of priorities

## WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience of working within the charity sector either as a colleague or volunteer	This is the sector we operate in, and prior knowledge would be advantageous as you will be responsible for coordinating volunteers, your own experience of volunteering could help positively inform your approach.
Experience upskilling staff and sharing knowledge	To upskill staff and volunteers as part of their inductions and guide them to also be able to carry out the process, sharing your knowledge with peers.
Experience with sourcing supplies in line with procurement principles	To ensure we comply with our financial policies and procurement process and get great value for money with every Award
Skills & Knowledge	Why do we need this?
Accurate data input recording on CRM systems	We need to accurately record who we are work with and evidence their progress to demonstrate the impact of our programmes to our young people & supporters
Knowledge of relevant statutory and voluntary services available to young people and their parents/carers in the local area	To signpost and equip young people with the best support and opportunities available to them
Youth working or educational qualifications, skills and experience	We are particularly interested in individuals with specialist knowledge and skills to enhance their experience
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.
Excellent attention to detail and accuracy	You will be dealing with payments, logging receipts and recording required information that requires a high level of precision.






# 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.