

YOUR NEW ROLE AT THE TRUST



START SOMETHING

JOB TITLE:	Youth Development Lead – Employability	PAY BAND
FUNCTION:	Delivery	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	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	Youth Development Lead
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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 delivering employability sessions directly to young people both in-person and virtually and also providing one-to-one support and guidance, you are building their skills and confidence, making them one step closer to getting into employment and achieving their goals.

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.
-  Build rapport with individual young people, exploring & identifying barriers to maximise their engagement and progression into sustained outcomes.
-  Be responsible for a caseload of young people, providing one-to-one support and guidance with signposting where necessary.
-  Ensure all delivery is completed within our quality frameworks and complies with safeguarding health and safety, and data protection policies.
-  Support the onboarding, training and management of delivery partners and service providers per assurance guidelines ensuring high-quality experience and outcomes for young people.
-  Deliver employability sessions directly to young people, and support Delivery Partners and volunteers to deliver our employability sessions both face-to-face and virtually (using MS Teams).
-  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.
-  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.
-  Collaborate with partners and external support agencies to ensure young people have a range of support and progression opportunities.
-  Perform other duties as may reasonably be required by The Trust, including deputising as appropriate on activities relevant to the area of responsibility.

THE SKILLS YOU'LL BRING



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START SOMETHING

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?
A strong understanding of the challenges young people within The Trust's target groups face.	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.
Ability to facilitate engaging group work sessions and skills development (online & in person)	The foundation of our Employability offer is high-quality group-facilitated learning.
Sound knowledge and understanding of safeguarding principles and protocols, and the ability to identify and respond to safeguarding concerns.	Ensuring the safety & well-being of our young people, colleagues, partners & volunteers is of utmost importance.
Ability to be self-motivated, flexible and adapt to the dynamic nature of the role.	The role is varied and requires the ability to adapt to the situation & be flexible around the needs of other stakeholders (young people, partners & volunteers)
Experience	Why do we need this?
Ability to manage a caseload of young people and prioritise their support.	No day is the same, being able to manage the needs of a varied caseload and engage multiple young people at the same time is key to the success of our young people.
Experience supporting young people to overcome barriers to accessing education, employment, or training.	You will be working directly with young people and be responsible for helping them overcome challenges and maximise their learning experience to progress towards outcomes.
Experience in developing and sustaining relationships with stakeholders and delivery partners to enable high-quality delivery to young people.	Relationship management is key to this role including participants, training & employment providers.

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Relationship management of partner organisations	Our employability offer is built on partnerships with specialist training & employment providers
Experience and confidence in working with young people who may have multiple needs that require support plans	Our young people often present with multiple needs or are living in challenging circumstances, and we want staff who are confident in supporting them safely and providing great advice & guidance
Experience in working to a deadline/time management and caseload	The role will require time-bound tasks and managing a caseload of young people
Skills & Knowledge	Why do we need this?
Accurate data input recording on CRM systems.	We need to accurately record who we are working with and evidence their progress to demonstrate the impact of our programmes to our young people & supporters.






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.

 Inspiring We lead by example	 Approachable We are open minded and value diversity	 Empowering We enable positive change	 Non-Judgemental We focus on the potential, not the past	 Passionate 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
<p>You inspire others through passion for what we do. You keep young people and our end goal in mind.</p> <p>You build trust in others by demonstrating reliability. 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 afford by change, adapting accordingly and to enhance own development and build expertise. 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. You treat people as individuals, tailoring communication and influencing style accordingly.</p> <p>You communicate difficult messages and challenge others' thinking effectively. 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. You manage the expectations of others, gaining buy-in where required.</p> <p>You share knowledge and information. 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. 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. 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.