

YOUR NEW ROLE AT THE TRUST



START SOMETHING

JOB TITLE:	Youth Development Lead – Enterprise	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. The Enterprise programme supports young people interested in self-employment to explore and test their ideas, write plans and start their own businesses. You will help them create viable business plans and be the driving force behind young entrepreneurs' success stories.

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 need
-  Ensure all delivery is completed within our quality frameworks and complies with safeguarding, health and safety, and data protection policies.
-  Deliver regular sessions to groups of young people both virtually (using MS Teams) and face-to-face.
-  Collaborate with volunteers and delivery partners who support the delivery of workshops, act as business mentors and provide specialist support.
-  Support a caseload of young people in successfully launching their business ideas, working towards achieving business start targets.
-  Support young people to write a robust and viable business plan including cash flow forecasts, personal survival budgets and sector-relevant business information, providing positive and constructive feedback on the viability of their idea and support with funding applications.
-  Support young people access our funding product information and platforms to make funding applications (Loans & Grants) and be compliant with Financial Conduct Authority (FCA) Guidance.
-  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.
-  Carry out 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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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.	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. You will have a large caseload of young people all at different stages in their journey.
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 different backgrounds and will be responsible for aiding them to overcome barriers to accessing support.
Build and sustain effective relationships with young people, referral partners and volunteers.	Volunteers will deliver workshops and support your caseload. You will need to understand the needs of young people to support them effectively and retain referral partnerships to reach the target audiences.
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 requiring individual support including complex needs and responsible for helping them overcome challenges to progress towards outcomes.
Facilitate and deliver group workshops independently and alongside volunteers, ensuring that the materials are up-to-date and relevant.	You will ensure high-quality delivery of the content of our Enterprise Programme in both group and 121 sessions.
Be able to demonstrate a good understanding of how a business works to bring and add context, answer questions and have constructive conversations about business viability.	You will be supporting young people to set up and start their businesses.

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience in setting up, starting and running a business, managing cash flow and being financially literate.	This will help understand the motivation, commitment and skill require of young people in setting up their own business. You will also be required to review young people's business plans and need to be able to challenge on this subject as required.
Experience communicating to different target audiences with the ability to have constructive conversations that can sometimes be quite challenging.	You will work with young people, volunteers and other stakeholders to ensure a young person has the most appropriate support available and understands the rationale for any decision made.
Experience developing a local Enterprise community network building partner relationships and knowledge for partnership delivery alongside knowledge of competitors.	You will need the ability to work in your local community to understand where you can build partnerships to get referrals of young people and where to signpost for further support.
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 how to successfully apply for funding (loans & grants) in an FCA framework.	You will support young people through this process and help ensure the correct information is given for a successful application.
Understanding the current trends and sectors in self-employment including knowledge of what motivates young people to consider self-employment as an option.	This helps with understanding what a young person's place in the market will be and how sector knowledge can support the review of the business plan. It also ensures that young people are fully aware of the benefits and commitments of self-employment.
Ability to coach a young person to make their own decisions.	Coaching is a great way to support a young person develop the ability to make their own choices.
Understand the process of setting up and starting a business through a business plan approach.	You will be supporting young people directly to set up & launch a business.
Passion for young people in a self-employment setting and able to inspire the next generation of entrepreneurs.	You will need to inspire young people that they can succeed and be self-employed.
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.






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
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.