

## Job Description

<b>Post:</b>	<b>Assistant Team Leader</b>
<b>Salary Grade:</b>	<b>Subject to Job Evaluation</b>
<b>Responsible to:</b>	<b>Team Leader</b>

**Introduction to The Prince's Trust:** Youth charity The Prince's Trust gives practical and financial support through, developing key workplace skills such as confidence and motivation. It works with 13 to 30 year-olds who are unemployed or at risk of unemployment through underachieving in education.

The Prince's Trust is an optimistic and ambitious organisation. This positive approach is essential if we are to inspire and motivate the most marginalised and disengaged young people to achieve their best in life.

**The Prince's Trust's Vision:** Every young person should have the chance to succeed.

### **The Prince's Trust's Values:**

- Approachable – we are open minded and value diversity
- Non-judgemental – we focus on the potential not the past
- Inspiring – we lead by example
- Empowering – we enable positive change
- Passionate – we are absolutely committed to supporting young people

**Context of Work:** In the UK, currently there are more than 1 million young people aged 16 – 24 who are not in education, employment or training (NEETs). The Trust works with around 55,000 young people across the UK a year. The Trust supports young people through teams of staff, volunteers and Delivery Partners in three English regions, Scotland, Wales and Northern Ireland. Each of the regions and countries has a Director who is supported by Regional or Country Councils, which are made up of non-executive volunteers.

The Team programme is one of The Trust's most long-standing and core programmes. It is a full-time 12-week personal development programme for 16 – 25 year olds largely delivered through community work. Its primary aim is to build confidence, motivation and skills to help unemployed young people return to education or move into employment. It is delivered by external Delivery Partners and also directly by Prince's Trust staff in some areas. It is the Team Leader's responsibility to deliver the Team programme directly in line with the Toolkit, KPIs and targets.

### **Key Relationships:**

- Prince's Trust Programme Team
- Delivery Partner Manager
- Employed Team Members
- Student Social Workers (where applicable)
- Referral and Support Agencies
- Prince's Trust Qualifications and other Awarding Bodies
- Outdoor Adventure Centre
- Basic Skills Support Staff
- Local community businesses and organisations

### **Key Purpose:**

<b>1</b>	The Assistant Team Leader supports The Trust's mission 'to help disadvantaged young people in the UK to change their lives and get into work, education or training' by delivering excellence for young people, supporting young people to achieve positive outcomes in the best and most effective way, to support and grow The Prince's Trust reputation within the youth sector
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### **Responsibilities:**

<b>1</b>	To participate in key College processes as required.
<b>2</b>	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
<b>3</b>	To work flexibly in the interests of the organisation as required.
<b>4</b>	To participate in performance reviews and to undertake staff development activities as appropriate.
<b>5</b>	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

### **Duties and Responsibilities:**

<b>a</b>	Responsible for supporting the Team Leader and managing own expenses within the financial management guidelines and allocated budget.
<b>b</b>	To assist the Team Leader to deliver the required number of Teams, ensuring delivery complies with the structured 12-week stages and processes outlined in the Team Toolkit, the Team minimum quality standards, all assessment criteria and any additional contractual obligations
<b>c</b>	Support the recruitment of a range of young people across target group to achieve appropriate Team mix. Ensure appropriate young people are referred to the Team within agreed timeframes
<b>d</b>	Work with the Team Leader to progress young people through the programme in line with local budgets, achieving a range of KPI targets including the number of young people recruited; their retention on the programme; and the qualifications and positive outcomes achieved
<b>e</b>	Assist in gathering information required for End of Team Reports after each programme and ensure actions to improve the quality of the programme are followed up and completed in good time
<b>f</b>	Support the implementation of multiple external funding contracts or initiatives (local and national) to ensure requirements and outputs are achieved as advised by the Delivery Partner Manager or The Trust's Programme Executive
<b>h</b>	Maintain accurate and up-to-date records, paper and electronic, as required by The Trust or external funding contracts and in line with The Trust's data protection policy
<b>i</b>	Compliance with the Delivery Partner's and The Trust's policies for working with young people, Recruiting Safely, Safeguarding and Health and Safety and any other operational procedures for direct delivery
<b>j</b>	Implement action plans to address issues identified in the Team Review, Annual Quality Review and other Quality Assurance processes as outlined in the Toolkit

<b>k</b>	Attend all necessary internal/external training courses and management/steering group meetings as required including Prince's Trust initial Team Leader Training course, Risk Management and, if not already held, Food Hygiene and First Aid at Work
<b>l</b>	Carry out other Team-related duties as may reasonably be required by the Delivery Partner or The Trust, including deputising as appropriate on activities relevant to area of responsibility
<b>m</b>	To supply information as required by the Team Leader, Delivery Partner Manager, The Trust's Programme Executive and Programme Manager
<b>n</b>	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

**Post holder to sign and date the job description:**

**Name of the post holder:**

**Line manager to sign and date the job description:**

**Name of the line manager:**

### Person Specification

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
<b>Qualification</b>	1 Literacy Level 2 2 Numeracy Level 2 3 IT Level 2 4 Minibus driving licence	Certificate Certificate Certificate Licence		
<b>Professional Development</b>	5 Evidence of ongoing professional development 6 Committed to personal professional development	Application Application/ Interview		
<b>Experience</b>	7 Experience of working directly with young people from The Trust's target groups 8 Experience of managing relationships with external organisations 9 Experience of using IT, e-mail, internet, word-processing and spreadsheet packages, accurately and with good attention to detail	Application/ Interview Application/ Interview Application/ Interview	a Experience of working within a target driven environment (specifically KPIs) b Experience of quality management	Application/ Interview Application/ Interview
<b>Knowledge</b>	10 Strong understanding of the challenges young people within The Trust's target groups face 11 Knowledge of local provision for disadvantaged young people 12 Ability to work both independently and as part of a team 13 Strong awareness and understanding of equal opportunities and the ability to translate these into effective action	Application/ Interview Application/ Interview Application/ Interview	c Knowledge of how to monitor and manage budgets, operating within agreed limits d Knowledge of relevant, local community networks e Knowledge of the benefits system and how it impacts young people f Knowledge of processes for administration and verification of	Application/ Interview Application/ Interview Application/ Interview

	14	Knowledge of Health and Safety practices and processes	Application/ Interview	qualifications/accreditation	
<b>Skills/ Qualities</b>	15	Excellent interpersonal, communication and organisational skills.	Application/ Interview		
	16	Ability co-ordinate and motivate staff	Application/ Interview		
	17	Good negotiating skills	Application/ Interview		
	18	Ability to work on own initiative.	Application/ Interview		
	19	High level communication skills – oral, written and IT	Application/ Interview		
	20	Excellent organisational skills	Application/ Interview		
	21	Good interpersonal skills	Application/ Interview		
	22	Able to keep calm in difficult situations	Application/ Interview		
	23	Able to work effectively and efficiently	Application/ Interview		
	24	Ability to build good relationships with students, staff and suppliers	Application/ Interview		
	25	Flexible approach to work	Application/ Interview		
<b>Other</b>	26	Committed to The Prince's Trust's values	Application/ Interview	g Flexibility to work some evenings and weekends as required	Application/ Interview
	27	Ability to attend meetings/training courses throughout the UK with occasional overnight stays	Application/ Interview		
	28	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/vulnerable adults	Application/ Interview		

	29 Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance	Appointment		
	30 DBS Check acceptable to college will be undertaken for successful applicant	Appointment		