

Job Description

Job Title:	Prince's Trust - Team Leader
Reports to:	Princes Trust Coordinator

37 hours per week

Starting Salary £20,510 (within the range of £20,510 - £22,418 per annum)

(Scale E)*

***Subject to job evaluation moderation**

Main purpose and scope of the post:

GB Met is a Delivery Partner of the Prince's Trust 'Team' Programme. We are seeking to appoint a Team Leader to lead on the running of these programmes. The main focus of this role is providing operational leadership in the recruitment, delivery and running of the Team programme. The programme is outlined below but involves a residential week away with the group and the facilitation of community based projects. You will provide pastoral and educational support to young people on a group and 1-1 basis and ensure that Prince's Trust paperwork and ILRs are completed in a timely manner. You will also support learners in the setting, achieving and reviewing of SMART targets. You will need to have the flexibility to work from our Brighton, Hove, Worthing and Shoreham team bases.

As the operational leader, you would be the senior post holder and responsible for the line management of the Prince's Trust Deputy Team Leader. We are looking for committed, energetic and driven individual who will ensure that each Team programme is successful. Ideally you will already have completed the Prince's Trust Team Leader course and hold a current teaching qualification or be willing to work towards gaining this.

Prince's Trust:

The Prince's Trust is the UK's leading youth charity offering 14-30 year olds opportunities to develop their confidence, skills and job chances, improve motivation and attendance at school, start their own business and overcome barriers and move forward in their lives. It aims to help young people who would not otherwise have the opportunity to succeed – particularly focusing on those who are unemployed, under-skilled, within or leaving the criminal justice system or leaving care.

'Team'

Team is a 12 week programme of personal development. Teams of up to 15 young people participate in a challenging and action-packed programme, a major part of which involves teamwork in the community. It is for a broad mix of unemployed 16-25 year olds. The programme aims to support young people into employment, further education and

training. All Team activities are carried out under the guidance of the Team Leader. The supportive learning environment of a Team is vital to successful personal development.

Responsibilities:

You will report to the Princes Trust Coordinator

The post holder will be accountable for:

- A. Operationally leading on the recruitment of the Prince's Trust 'Team' programme
- B. To plan and deliver the 12-week personal development programme in line with the Prince's Trust Toolkit and funders' specifications.
- C. To ensure that links with external partners, employers and agencies are developed and maintained to promote the values of the Prince's Trust Programme and promote the work of the college
- D. To provide operational leadership and guidance to the delivery team and take responsibility for the health, safety and welfare of the Team during all parts of the programme; including supervision at all times (including a 5 day residential).
- E Complying with College wide policies and procedures

ACCOUNTABILITY A

1. Operationally leading on the recruitment of learners to the Prince's Trust TEAM programme.
2. Provide line management to a Deputy Team Leader, ensuring they have clear targets and objectives.
3. To recruit a mix of unemployed Team Members to participate in each Team; ensuring targets are met and that paperwork is completed for each.
4. To develop and maintain a local database/contact file with up to date recruitment and referral opportunities.
5. Maintain accurate records of Team and individual performance and progress, as required.
6. Complete line management reviews and appraisals as agreed
7. Deliver on targets for learner retention and success
8. To ensure that recruitment onto the programme promotes equality and diversity

ACCOUNTABILITY B

1. To plan and deliver the 12-week personal development programme in line with that Toolkit and funders' specifications. Set programme objectives, to meet both Team and individual needs and to deliver the expected learning outcomes.
2. Guide Team members through the completion of a qualification.
3. Plan and carry out regular reviews incorporating the development of Individual Learning Plans.
4. In conjunction with Prince's Trust staff, liaise with employers of employed Team members/Development Coaches.
5. Set and enforce appropriate disciplinary procedures in line with Delivery Partner and Prince's Trust rules, regulations and codes of conduct.
6. Take overall responsibility for ensuring that learners' qualification evidence is fully complete, meets the assessment criteria and is assessed.
7. To submit all evidence/paperwork to your line manager and The Prince's Trust at set times.
8. To send weekly registers to your line manager as agreed.
9. Participate in Annual and Interim Quality reviews and contribute as required.
10. To ensure 12 week evaluation questionnaires take place at the end of the programme.
11. Take overall responsibility for project management, ensuring all areas of the programme, as outlined, are completed on time and on budget.

ACCOUNTABILITY C

1. To ensure that links with external partners, employers and agencies are developed and maintained to promote the values of the Prince's Trust Programme and promote the work of the college, supervise the Team's contact with community organisations and agencies to plan prepare and carry out appropriate community projects and individual placements in accordance with programme quality requirements (Team leader must be present at all times during 12 weeks unless line manager has authorised alternative arrangements).
2. Submit accurate reports as necessary to the delivery Partner Manager and the Prince's Trust local representative contributing to the continuous quality

improvement of both organisations, to include a 'Team Report' recording the activities undertaken by each Team and individual progress.

3. Promote the good name of the Prince's Trust and the Delivery Partner Organisation at all times.
4. To develop knowledge of current additional programmes and support networks likely to benefit the support, development and progression of Team members after their programme.

ACCOUNTABILITY D

1. To provide operational leadership and guidance to the delivery team and take responsibility for the health, safety and welfare of the Team during all parts of the programme; including supervision at all times (including a 5 day residential).
2. To produce risk assessment to the required standards prior to the start of all activities/visits/community placements
3. Inform Prince's Trust and Delivery Partner Manager of all accidents, incidents and near misses, and complete appropriate records.
4. Ensure that all employers vetting is requested in a timely manner.

ACCOUNTABILITY E

1. Participate in College probationary review and appraisal processes, agree objectives with the line manager and ensure they are achieved
2. Comply with the College's health and safety policy
3. Work to promote and contribute to the College's Equal Opportunities Policy
4. Apply the College's safeguarding policy and practices
5. Comply with the College's procedures in relation to the requirements of the Data Protection Act

NOTES:

Safeguarding Children and Vulnerable Adults

The College has a statutory and moral duty to ensure that it operates with a view to safeguarding and promoting the welfare of children and young people studying at the College. The post holder will be required to commit to the College child protection policy and promote a safe environment for children and young people learning within the College. All posts are subject to enhanced Disclosure Barring Services check, however, having a criminal record will not necessarily bar you from working with us, this will depend on the nature of the position and the circumstances and background of your offences.

Equal Opportunities and Diversity

All employees of City College Brighton & Hove are required to promote equality and diversity in all aspects of the job. Specifically, the job holder will be required to support the College to meet the General Equality Duty under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics are: Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/Maternity Leave, Race, Religion or Belief, Sex, Sexual Orientation.

Health and Safety

It is the responsibility of all employees to co-operate with the College management in meeting the objectives of providing a healthy and safe place of work. Therefore, all staff must carry out their work with reasonable care for the health and safety of themselves and other people. Accidents or near misses must be reported and safe working procedures must always be followed.

1. Duties will inevitably develop and change as the work of the College changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, the College reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from College strategies.
2. Where an applicant or existing employee is, or becomes, disabled (as defined by the Equality Act 2010) and informs the College fully of their requirements, reasonable adjustments will be made to the job description wherever possible.

Person Specification

Job Title:	Prince's Trust – Team Leader
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The following is a list of the experience, knowledge/skills and qualities which the College requires in the post of Prince's Trust -Team leader. This list is not exhaustive. It is a requirement of all our staff that they share and actively engage with the vision that the College will be exceptional.

Experience

Essential

- Previous experience in working and supporting vulnerable young people and learners with disabilities
- Experience of planning, organising and managing practical projects
- An ability to deliver on targets for learner recruitment, retention and success
- A positive, flexible and adaptable approach to work
- A willingness to take students away for residential weeks (Mon – Fri)
- Demonstrate an understanding and commitment to the work of the Prince's Trust
- Ability to work in a confidential manner
- The ability to operationally lead on Health and Safety including risk assessments
- An awareness of Safeguarding issues

Desirable

- Competence and experience with e-mail and Microsoft Word
- Experience of managing a budget
- Youth work, counselling or basic skills qualification
- Experience of working with learners with challenging behaviour
- Experience of working with young people aged 16-25

Qualifications

Essential:

- GCSE or equivalence in English and Maths
- Prince's Trust Team Leader qualification (or willingness to gain qualification)

Desirable:

- A recognised Teaching Qualification or the willingness to complete this qualification

- First Aid certificate
- Experience of, and familiarity with, an educational environment.
- Experience of working with learners with challenging behaviour.

Knowledge/understanding/skills/abilities

Essential:

- Strong organisational ability
- A positive, flexible and adaptability approach to work
- A willingness to take students away for residential weeks
- Excellent communication skills and sensitivity to the nature of the work
- Ability to work on own initiative and as part of a team
- Ability to work in a confidential manner

Qualities

- Demonstrable experience of commitment to child protection, safeguarding and the promotion of a safe environment for children and young people to learn in
- Demonstrable commitment to the College's support and promotion of equality and diversity in all aspects of working life
- To aspire to the College's Mission and Values