

Job Description

Department: Community and Safety

Division/Section: Housing, Communities and Youth

Job Title: Prince's Trust Team Leader

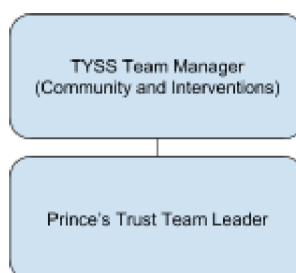
Post No:

Grade: 9

Reports to: TYSS Team Manager (community and interventions)

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



DBS Check applicable? **Standard** **Enhanced** x **None**

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes **No**

Line Management responsibility for: **No. of direct reports:** **3**

Size of budget: **Accounting for up to £100.000**

Job Purpose: To raise standards of achievements of young people through leading, planning, promoting, supporting and being accountable for the provision of the Prince's Trust Team programme in Peterborough.

Main Duties and Responsibilities:

- 1.** To lead, plan and be accountable for the delivery of the Prince's Trust Team Programme in Peterborough.
- 2.** Develop and maintain a profile for Prince's Trust Team Programme in Peterborough through appropriate networking, marketing and publicity.

- 3.** To raise standards of achievement and widen the participation of young people in the Prince's Trust Team Programme, working with youth projects, third sector and targeted projects and other agencies.
- 4.** To develop, maintain and deliver a scheme of works and lesson plans to enable young people to achieve the Prince's Trust qualification in Employment, Teamwork and Community Skills.
- 5.** To ensure that the qualification is delivered to the standards required by Prince's Trust, Peterborough City Council, Peterborough Regional College and OfQual
- 6.** To lead on the development of the workforce through devising a suitable training plan which will support the delivery needs of staff and volunteers and ensure that they have a full understanding of the assessment process.
- 7.** To develop, maintain and manage a network of partner agencies and mentors to service a full programme of Prince's Trust Team Programme activities.
- 8.** To provide leadership and management for the Prince's Trust Team Programme across Peterborough and be responsible for the quality and standard of practice.
- 9.** Responsible for Health and Safety for the Prince's Trust Team Programme in Peterborough, identifying risk and putting measures in place to mitigate those risks.
- 10.** To manage the delegated budget for Prince's Trust Team Programme in accordance with financial regulations. To be responsible for income generation in support of the development of the scheme.
- 11.** To be responsible for maintaining the requirements and operations of Prince's Trust Team Programme on behalf of Peterborough City Council.
- 12.** To ensure clear processes and systems are in place for Prince's Trust Team Programme resources and an inventory is maintained and updated on a regular basis.
- 13.** To contribute to the achievement of the service performance management measures and local and national key performance indicators
- 14.** Carry out and maintain effective planning, assessment and evaluation of the Prince's Trust Team Programme in Peterborough.
- 15.** To ensure that quality assurance systems are used to enable accurate reporting of data both internally and to the regional Prince's Trust Team Programme office.
- 16.** To deliver face to face work with young people at the Prince's Trust Team Programme centre and in other appropriate settings.
- 17.** Implementation and maintenance of the new Prince's Trust Team Programme online data management system.
- 18.** Ensure that all the Prince's Trust Team Programme administrative and recording support structures are in place.
- 19.** To organise relevant residential experiences and events for participants in the Prince's Trust Team Programme.
- 20.** To attend local, regional and national Prince's Trust Team Programme meetings and conferences as appropriate.
- 21.** To keep up to date with regional and developments in the Prince's Trust Team Programme.

22. Provide regular and detailed reports in respect of these responsibilities.

- Generic Responsibilities:** To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
- To comply with all Health & Safety at work requirements as laid down by the employer.
- Flexibility Clause:** Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
- Variation Clause:** This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.
- In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE:

COMPLETED BY: