



Role Specification

Position:	Prince's Trust Team Programme Team Leader
Reports to:	Centre Manager
Key Relationships:	Directors & ETF Group Staff DWP, Jobcentre Plus, Referral and Support Agencies, Colleges, Local Community Businesses and Organisations
Annual Leave:	28 days inclusive of statutory bank holidays
Place of Work:	Torquay - also required to work at other sites <i>(Must have a valid driving licence, car available, business use insurance for any business-related travel)</i>
Contract:	Prince's Trust programme
Salary Band:	£22,000 to £26,000
Hours:	37.5 per week and may include work during evenings, weekends and bank holidays

This role is subject to an enhanced DBS check with a 6-month probationary period.

Overview:

Eat That Frog (ETF) is a community interest company launched in 2011 with delivery centres in Torquay, Paignton, Newton Abbot and Plymouth. Our mission is to enable people to unlock or recognise their potential to contribute to the local community whilst overcoming or managing barriers in their life. Community is at the heart of everything we do, supporting people living in areas of multiple deprivation. We link our learning programmes to activities and projects that benefit a wide range of people, from healthy eating cookery sessions with Primary Schools to an Over 50's lunch club – and much more!

We are currently looking for a Prince's Trust Programme Team Leader to deliver the Prince's Trust 12-week Team programme.

The Team programme is one of The Princes 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 Objectives:

1. Support the Prince's Trust's mission 'to help disadvantaged young people in the UK to change their lives and get into work, education or training

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2. Delivering excellence for young people
3. Supporting young people to achieve positive outcomes in the best and most effective way
4. To support and grow The Prince's Trust reputation within the youth sector

Responsibilities:

- 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
- Recruit 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
- 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
- Support and enable young people to progress to further learning or work by building stakeholder and employer networks
- Write 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
- Maintain accurate and up-to-date records, paper and electronic, as required by the ETF Group or for external funding contracts and in line with the data protection policy
- Compliance with ETF Group and The Prince's Trust's policies for working with young people, Recruiting Safely, Safeguarding and Health and Safety and any other operational procedures for direct delivery
- Implement action plans to address issues identified in the Team Review, Annual Quality Review and other Quality Assurance processes as outlined in the Toolkit
- 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.
- Develop and deliver skills programmes and courses to run before and after Team Programmes offering alternative methods of engagement and progression for Young People.
- Manage own expenses within the financial management guidelines and allocated budget and supporting Prince's Trust Programme Team to maximise draw down on relevant programme funding contracts whilst keeping expenditure within agreed limits, and maintaining financial viability of programmes
- Manage marketing and PR activities to promote and recruit for Team programme, and maintain social media presence using Facebook, Twitter and YouTube

General

- Comply with all Company Policies and legal requirements with special reference to Health and Safety; Data Protection, Safeguarding, Prevent and the promotion of Equal Opportunities at all times

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- Travel as required for business to support other ETF establishments, community-based delivery and to meet wider business needs
- Maintain and promote workplace as a clean and healthy environment

Safeguarding

ETF is committed to safeguarding and promoting the welfare of learners, including children and young people, and expects all staff and volunteers to share this commitment.

Person Specification	Essential	Desirable
Qualifications		
Certificate in education Level 4/PGCE (within 3 years be working towards achieving QTLS) or equivalent	✓	
Assessors Award or equivalent (or willing to undertake)		✓
Award in education and training Level 3 or equivalent		✓
IAG Level 4/counselling diploma or similar		✓
GCSE in Maths and English (Grade c or above) or equivalent	✓	
First Aid at Work		✓
Food Hygiene Certificate		✓
Minibus Driving Licence		✓
Skills & Experience		
Experience in delivery of IAG	✓	
Strong understanding of the challenges young people face	✓	
Experience of working directly with young people	✓	
Experience in delivery of employability skills	✓	
Experience of working to company policies	✓	
Experience of supporting Maths & English	✓	
Ability to maintain accurate records and administration	✓	
Excellent presentation and communication skills	✓	
Excellent time management	✓	
Excellent ICT skills, particularly MS Office	✓	
Ability to travel for work as required	✓	
Ability to inspire and motivate people	✓	
Ability to meet legal requirements of the role (H&S, Safeguarding, etc)	✓	
Personal & Work related attributes		
Creative/Imaginative thinker	✓	
Demonstrate positive behaviours at all times	✓	
Demonstrate flexibility and enthusiasm at all times	✓	
Demonstrate a good level of spoken English	✓	
Work calmly under pressure	✓	
“Can-do” self motivated attitude	✓	
Work under own initiative and able to take instruction	✓	
Work flexibly to fulfil the role requirements	✓	

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Committed to equality of opportunity	✓	
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