NICS HR

Interchange Unit

# Hosting Opportunity Proforma

The Prince’s Trust

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Mark Fell

 Name

 Organisation/

The Prince’s Trust

 Department

Unit 8 Weavers Court Business Park

Linfield Road

Belfast

BT12 5GH

 Address

028 9089 5015

N/A

 Telephone Fax number

 Number

mark.fell@princes-trust.org.uk

 E-mail

Type of Opportunity

**Assistant Team Leader(s) – Team programme**

Secondment to Delivery Partner – 16 weeks

**2. Details of hosting opportunity**

 Description of opportunity

The Prince’s Trust is the UK’s leading youth charity offering 11 to 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 to 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, educational underachievers, with or leaving the criminal justice system or leaving care.

 Main objectives of the opportunity

**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 16-24 year olds with unemployed and employed working together. The variety of backgrounds and experience within a Team is a unique ingredient which contributes to the development of all Team members. The programme aims to help young people towards employment, further education and training. All Team activities are carried out under the guidance of an experienced Team Leader. The supportive learning environment of a Team is vital to successful personal development.

Team is delivered nationally for The Prince’s Trust by a network of Delivery Partners– organisations from public, private and voluntary sectors that are committed to the development of young people. Delivery Partners work within Prince’s Trust guidelines to deliver the Team programme to the highest quality in partnership with The Trust. In Northern Ireland the delivery partners for Team are Further Education Colleges and community based organisations.

#### Purpose of Job

To provide support to both the Team Leader and the young people on programme, to assist in the recruitment of young people to the programme and provide an administrative service to the Team to maximise the effectiveness of the programme.

**Working contacts**

**Internal** Team & Assistant Team Leaders

 Delivery Partner Manager

**External** Prince’s Trust Staff

 Young People

Providers of employed young people to the programme

## Any organisation/agency working with young people aged 16-24. Including Job Centres, Careers Service, Probation Service, Youth workers, Youth Clubs etc.

**Tasks & Responsibilities**

The Seconded Assistant Team Leader will be expected to;

* Assist in the recruitment of a mix of unemployed Team Members to participate in each Team, ensuring required paperwork is completed for each.
* Maintain and update a local database/contact file with up-to-date recruitment and referral opportunities.
* Understand and be familiar with the Prince’s Trust Team Toolkit. Ensure that the administration work of the programme is completed accurately and on time in line with the Toolkit and funders’ specifications.
* Complete initial paperwork with programme participants. Complete childcare and travel claims.
* Ensure that training materials are available when required.
* Support Team young people to complete their Individual Learning Records in order to gain a Prince’s Trust qualification.
* Liaise with outside agencies to facilitate learning sessions, work placements etc.
* Assist the Team leader to submit accurate reports as necessary to the Delivery Partner Manager and the Prince’s Trust, contributing to the continuous quality improvement of both organisations to include a ‘Team Report’ recording the activities undertaken by each Team and individual progress.
* Participate in Annual and Interim Quality reviews and contribute as required.
* Promote the good name of The Prince’s Trust and the Delivery Partner Organisation at all times.
* To develop knowledge of current additional programmes and support networks likely to benefit support, development and progression of Team members after their programme.
* Any other duties as directed by the Team Leader from time to time, provided they are broadly similar to duties normally performed by the post holder or other post holder engaged in similar work.

**3. Skills requirements**

What qualities, skills and experience is required from the individual?

### Essential Requirements

The successful post holder(s) will be able to demonstrate that they:-

* Have good interpersonal skills.
* Can communicate effectively with young people.
* Can provide a positive role model for young people.
* Are self-motivated and can organise activities.
* Have enthusiasm, stamina and willingness to work unsociable hours when required (limited, for which time in lieu will be offered).

In addition, **All** Seconded Assistant Team Leaders will be subject to an **Access NI** criminal record check, and placement with a team will be subject to the check having been completed.

### Desirable Requirements

* Commitment to developing the potential of all young people.
* Knowledge of local communities, voluntary organisations and agencies.
* Experience of working in teams.
* Knowledge of current personal development training methods.
* Commitment to undertake training and personal development.
* Have access to a car or form of transport which will allow them to carry out the full range of duties.

**Applicants should note that they:**

* + Will be required to complete a Prince’s Trust 1 day non- residential Assistant Team Leader Training course **(Date TBC).**
	+ May be offered a two day Mental Health First Aid course prior to taking up the secondment **(subject to course dates).**
	+ Must undergo an Access NI criminal record check prior to placement on a Team;
	+ Should list a minimum of **3** locations in order of preference. However, there is no guarantee that a placement will be possible at the preferred location(s).
	+ May have to attend a **3 day (2 overnights)** residential during the second/third week of the Team Programme to which they are seconded.
	+ Should have access to a car or form of transport which will allow them to carry out the full range of duties (preferred but not essential. Limited use only).

**4. Personnel: Please state below**

 Who will the individual report to?

Employed Team Leader

 Who will be the individual’s line manager and/or reporting officer?

Employed Team Leader

 Who will be the individual’s line manager and/or reporting officer within The Prince’s Trust?

Corporate Volunteering and Secondments Executive Mark Fell

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

The successful candidates are expected to gain valuable personal skills that will benefit both themselves and their parent Department / Organisation.

Whilst working with a disparate group of challenging young people who have embarked on the Team experience, a Seconded Assistant Team leader will have the opportunity to develop competencies as follows :-

* Planning and Organising
* Leadership
* Teamwork
* Negotiation
* Communication
* Resilience
* Problem Solving
* Community and Customer focus
* Respect for Diversity

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.

 desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start Date:** All programme start dates are subject to the approval of the Delivery Partner Manager and The Prince’s Trust. Anticipated start dates – Sept/Oct 2018.

**Duration:** 16 weeks.

**Salary / Funding:** The successful applicant’s parent Department / organisation will continue to meet salary costs for the duration of the Secondment.

**Location:** Positions will be available in a number of areas throughout Northern Ireland as indicated in the Candidate Proforma.

**Resources:** Office facilitates as per Team locations.

**Selection:** The Prince’s Trust will carry out a selection process, which may include a paper sift and those candidates who meet the criteria in the attached Candidate Proforma will be interviewed by the Prince’s Trust.

**Contact:** For further information about the post please contact Caroline Devlin in the Volunteering Team at The Prince’s Trust NI on 028 9089 5000 or by email at ni.volunteering@princes-trust.org.uk.

**Closing Date:** 5:00pm on Friday 27 July 2018.

**7. Endorsement**

 **Interchange Manager**

Mark Fell

Signed

02/07/2018

 Date