

## JOB DESCRIPTION



Prince's Trust  
International

**Job Title:** Impact Executive

**Location:** London or remote working to be negotiated.

### Introduction

Prince's Trust International has been created to address the demand for advice and expertise from governments and NGOs around the world seeking to tackle youth unemployment.

Our **Vision** is to help unemployed young people around the globe into education, training and work.

Our **Mission** is that by partnering with governments, NGOs and corporates around the world, together we can make a significant contribution to improving the lives of young people.

Our core **Values** which underpin everything we do are to be:

- |                         |   |
|-------------------------|---|
| → <b>Approachable</b>   | We are open minded and value cultural diversity |
| → <b>Non-judgmental</b> | We focus on the needs                           |
| → <b>Inspiring</b>      | We lead by example                              |
| → <b>Empowering</b>     | We enable positive change                       |
| → <b>Passionate</b>     | We are committed to supporting young people     |

### About Prince's Trust International

Prince's Trust International was created by HRH, The Prince of Wales' in 2015 to enable The Prince's Trust to build on its 40+ years of success in the UK, by sharing its experience and expertise with governments and NGOs around the World who are similarly seeking to tackle youth unemployment and its related challenges. Working sustainably with international partners to create innovative and impactful solutions, we have a challenging target of reaching 100,000 young people globally over the next five years.

PTI believes every young person should have the chance to succeed.

### Context of the Role

Making an impact in young people's lives is at the heart of everything we do. Being able to understand, evidence and measure that impact is vital. To do this effectively we aim to become a cutting-edge insight driven organisation that enables us to learn and improve the support we offer young people.

### Key Relationships:

- Prince's Trust International Design and Digital team
- Prince's Trust International Programmes Team
- Prince's Trust International Policy, Advocacy and Research Team
- Project Partners

- Other Prince's Trust Head Office Functions and Departments, Impact, Design, Digital and Data analytics teams
- In-country stakeholders, employers, and potential partners

## **OVERVIEW OF ROLE:**

The Impact team are responsible for measuring and analysing young people and operational data from our Delivery Partners and produce performance and impact data that informs reporting and decision making.

This role sits in the Impact team which focuses on building monitoring, evaluation and learning operation practice and systems which enable the organization to produce insights about our work, provide recommendations that feeds in the design and development of new programmes. This role supports colleagues through conducting data analysis and reporting using a number of software and administering the new PTI reporting system. The post-holder is responsible to devise and delivering capacity building activities and facilitate workshops both in person or remotely. This role will support both internal and external evaluations as well as, the development of the new PTI Impact and Results model.

## **Budget:**

No budget responsibilities

## **Detailed Responsibilities:**

1. Supporting the design and execution of PTI's approach to measuring impact. This includes using impact design theory and activities to inform our operational processes and digital infrastructure for the collection, storage and analysis of young people data.
2. Overseeing the collection, analysis and dissemination of routine monitoring and reporting data, liaising with programme partners especially for quarterly reports.
3. Undertake the administrative function relating to the roll out of PTI data management system.
4. Using Tableau to present and showcase data in a dynamic and fluid way.
5. Developing principles and best practice guidelines for non-core data; including adherence to GDPR and data management laws in countries where PTI operates.
6. Advising the Programmes team on the use of performance measures and metrics through the use of qualitative and quantitative data collection and analysis.

7. Enabling the generation of meaningful insights for a range of stakeholder needs and requests. This includes supporting the management and execution of defined internal evaluation, undertaking targeted analysis of operation and impact data and findings through desk-based research.
8. Delivers compelling communications from the impact and design team to colleagues and stakeholders, ensuring content effectively informs and impacts intelligence needs.
9. Contributes to the Impact team's business plan. Actively contributes to an innovative and collaborative impact team, taking on administrative and other activities in support of overall team success and delivery of results.
10. Provide administrative support to the Design, Development and Digital team.

January 2020

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Qualifications, Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent experience</li> <li>• Ability to analyse and report on large and complex datasets whilst maintaining high levels of accuracy and attention to detail</li> <li>• Good knowledge of quantitative and qualitative data analysis methods</li> <li>• Ability to design and undertake targeted analysis in Excel or similar software</li> <li>• Organised and time efficient, able to ensure processes run accurately and to time whilst meeting deadlines</li> <li>• A proactive self-starter who can independently manage their own workload and prioritise effectively</li> <li>• IT skills with particular strength in Excel</li> <li>• Highly numerate</li> <li>• Ability to work in a busy and high- pressured environment</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of evaluation theory, including theory of change and logic modelling</li> <li>• Qualification which includes research methods/analysis</li> <li>• Knowledge of statistical analysis and data visualisation methods</li> <li>• Basic Project Management including planning methodologies and risk management</li> <li>• Knowledge of on-going Monitoring &amp; Evaluation in practice</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience producing data analysis and/or evaluation reports, including with large and complex data sets</li> <li>• Experience of communicating complex information, both written and verbally, in a clear and simple way</li> <li>• Experience delivering direct or remote training or guidance to colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with CRM systems and/or business intelligence tools</li> <li>• Experience specifying requirements for digital systems and products</li> <li>• Experience in the youth or charity sector</li> <li>• Experience designing data collection processes or</li> </ul>

		<p>undertaking central data collection</p> <ul style="list-style-type: none"> <li>• Experience of using visual and innovative methods for communicating complex information</li> </ul>
<p><b>Behaviours and aptitudes</b></p>	<p><b>Delivering Results</b></p> <p>Delivers great outcomes through our vision and strategy, effectively planning and meeting targets.</p> <p><b>Leading by Example</b></p> <p>Is an inspiring role model for others, building trust and living our Values; Always keeps young people at the centre of what we do.</p> <p><b>Continuous Improvement</b></p> <p>Consistently seeks to improve how we do things to achieve better outcomes for young people. Embraces change and innovation.</p> <p><b>Effective Communication</b></p> <p>Communicates clearly, effectively and honestly. Listens to others and adapts communication to suit them.</p> <p><b>One Team</b></p> <p>Works with others as one team, actively collaborating to achieve a shared vision. Builds relationships across The Trust, sharing information and expertise.</p>	

*Prince's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory basic DBS check.*

**Salary band/grade Band 6**