



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Employability Insight & Impact Manager	PAY BAND: Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
FUNCTION:	Programme Development	
THE TEAM:	The Insight & Impact team is responsible for bringing insight to the organisation through a broad range of impact measurement and customer insight methodologies.	

WHERE YOU WILL FIT

CEO	Director of Programme Development	Senior Head of Insight & Impact	Head of Youth Insight	Employability Insight & Impact Manager
-----	-----------------------------------	---------------------------------	-----------------------	---

HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

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. It enables us to learn and improve the support we offer young people. It is also important in maintaining the trust and confidence of our funders and supporters, and giving us the credibility to influence government, employers, and other sectors of society to play their part in maximising opportunities for young people.

WHAT WILL YOU DO?

-  Lead the insight and research activities to develop new and existing employability programme models which support young people into work and whilst in work
-  Produce compelling insights that inform rapid product development
-  Undertake primary and secondary research using a range of methodologies and sources, to verify that our programmes meet the needs of young people.
-  Work closely with the Employability Impact manager to evidence the impact made by the insight driven improvements and initiatives
-  Work closely with the Data & Analytics team to design and deliver accessible, compelling and robust data insight projects and reporting.
-  Proactively seek out a deeper understanding of the employability space, as well as responding to the organisation's insight needs
-  Work closely with stakeholders to introduce a youth centric and data driven culture within the Employability programme.

THE SKILLS YOU'LL BRING



**START
SOMETHING**

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Good command of qualitative and quantitative research methods and analysis, including advanced statistics	You will ensure our insight and impact practice is robust and credible for evidencing our work and driving improvements
Knowledge of existing and emerging industries, including new and growing sectors	You will be horizon scanning for future opportunities
Ability to manage a varied and dynamic caseload	You will deliver results at pace across a broad remit of responsibility
Strong IT competency using a range of software packages, including Excel, PowerPoint and BI systems such as Oracle Service Cloud, Power BI and Tableau	This will optimise value of technical systems in place to enable monitoring and evaluation and data analysis work
Highly developed data presentation skills	You will need to effectively communicate insights to a variety of audiences, including external
Experience	Why do we need this?
Experience of carrying out literature reviews and rapid research	You will independently review evidence to support decision making
Experience of managing multiple and significant projects, to deliver high quality results on time and to budget	To oversee and deliver on insight and research projects as well as transformational projects that will develop the way we understand the employability space
Experience of using data and insights to facilitate strategic decision making	You will need to shape and communicate insights in a timely and engaging way to support a data driven culture

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Managing an independent commissioned research or evaluation project through all stages of research and results delivery	To guarantee research quality and independent research management
Experience of monitoring and evaluation of Health sector programmes	To maximise the relevance of monitoring and evaluation to health sector standards and with employability specialist partners
Experience of specifying digital developments including changes to CRM and Reporting/Business Intelligence systems	You will ensure that systems support our monitoring and evaluation and that statutory data requirements are met. You will shape the design of programme reporting dashboards.
Skills & Knowledge	Why do we need this?
Knowledge of factors affecting young people	You will design, monitor and evaluate the social context of our charitable work
Monitoring & Evaluation (M&E) theory and application	You will support the design of and apply appropriate M&E approaches to project requirements
Self-driven to identify and break down challenges and identify potential solutions	You will need to be able to work independently and be solution focused

WHAT DO WE EXPECT FROM YOU?



START SOMETHING

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.



Here at The Prince's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBT Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others through reliability and holding self-accountable for success Resilient in the face of challenges, not taking constructive criticism personally You're authentic and bring unique talents to work, encouraging others to do the same You role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities You take an entrepreneurial approach to improving how we do things You seek opportunities to enhance own development and build expertise You role model a positive and constructive approach to giving & receiving feedback You support others in adapting to change</p>	<p>You're approachable, clear and assertive You cascade important and relevant information to others clearly and swiftly You treat people as individuals, tailoring communication and influencing style accordingly You communicate difficult messages and challenge others' thinking effectively You listen to and empathise with others to understand the root of situations before responding</p>	<p>You role model effective and mutually supportive teamwork with colleagues You manage the expectations of others, gaining buy-in where required You share knowledge and information You build and invest in relationships across The Trust You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans & targets You take responsibility for making and implementing logical, data-based decisions You're flexible and responsive as priorities and requirements change You seek solutions and solve problems, empowering others to do the same</p>

THE WELFARE OF OUR YOUNG PEOPLE

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks in accordance with the Codes of Practice for all roles within the Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.