



**START
SOMETHING**

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Government and Partnerships Executive	PAY BAND:
FUNCTION:	Fundraising, Brand and Marketing	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Government Strategy & Partnerships team is the face of The Prince's Trust to UK government departments. They work collaboratively with the wider organisation, ensuring funding opportunities of £6m+ align to our strategic objectives.	

WHERE YOU WILL FIT

Director of Partnerships	Senior Head of Government Strategy and Partnerships	Senior Government and Partnerships Manager	Government and Partnerships Manager	Government and Partnerships Executive
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

By supporting the Government Partnerships & Policy team develop relationships, propositions, and alliances, you will help drive change for young people in collaboration with central government and associated agencies.

WHAT WILL YOU DO?

-  Ensure the proposition for the government continuously improves and aligns to policy objectives, working closely with colleagues across the wider organisation.
-  Support the creation of new partnerships and opportunities from central government and associated agencies.
-  Support the stewardship of secured partnerships with central government and associated agencies.
-  Provide diary management and support on specific projects for the Director of Partnerships.
-  Deliver clear, highly organised, detail orientated project work in the fast-paced team.



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THE SKILLS YOU'LL BRING

All 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 do not 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?
Ability to engage an audience	Engagement is key in this team; you need to be able to motivate and inspire your audience to take a step and fundraise for The Trust
Relationship building & ability to work with External Public Sector Partners	You will be managing relationships with Trust contacts at all levels, graduates to CEOs, volunteers and working closely with other departments.
Project management	When working with multiple companies, on several initiatives, at any one time, you need to prioritise, and time manage effectively
Public Sector Understanding	An understanding of Government funding agendas, particularly Central Government departments and their associated agencies.
Experience	Why do we need this?
Experience of leading a fundraising event or project, and the steps taken to ensure that it raised as much money as possible.	As a team we work with different partners and engage in special events to promote the work of The Prince's Trust. Supporting this work is crucial.
Experience or engagement with writing bids.	Bid writing plays a huge part in what we do to secure funds.
Experience of using databases, word – processing and spreadsheet packages accurately and with good attention to detail.	Administration and correspondence. Presenting data. Supporting the team.

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Project Leadership experience.	You will need to motivate and support partners through challenges and that requires a confident and solution focused attitude.
Experience presenting to large audiences.	A big part of your role will be to present to internal and external audiences.
Proven ability to meet targets	In this role you will be working to targets so you must be driven by setting goals and setting a plan to meet and exceed them.
Skills & Knowledge	Why do we need this?
Strong specific understanding of Government Policy. The relevant areas are skills, labour market, productivity, education, enterprise, mental health, youth violence	Supporting our team with, delivering to and meeting with government departments.
A strong understanding of the challenges facing young people in our target groups.	Young people are at the heart of everything we do. You will support our lead on motivating and inspiring external audiences to donate to the Trust.

WHAT DO WE EXPECT FROM YOU?



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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.

 Inspiring We lead by example	 Approachable We are open minded and value diversity	 Empowering We enable positive change	 Non-Judgemental We focus on the potential, not the past	 Passionate We are absolutely committed to supporting young people
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Here at The Prince's Trust, we are committed to equality, diversity and inclusion. We want to be an organisation that is 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 are 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 the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others by demonstrating reliability You engage in challenges with optimism and resilience You are authentic and bring your unique talents to work, encouraging others to do the same	You seek out opportunities afford by change, adapting accordingly and to enhance own development and build expertise. You suggest improvements and alternative approaches wherever appropriate You give and receive feedback, harnessing new information to improve your own performance	You are approachable, clear and professional You treat people as individuals, tailoring communication and influencing style accordingly. You communicate difficult messages and challenge others' thinking effectively You listen to others with empathy and sensitivity You act as an ambassador for The Trust whenever communicating externally	You offer support to colleagues and ask for help when needed You manage the expectations of others, gaining buy-in where required You share knowledge and information You build relationships with others across The Trust and externally, where appropriate You act as an ambassador for your own team across The Trust	You manage projects effectively; planning, organising resources and reprioritising as required You monitor progress towards milestones, taking actions to ensure deadlines are met You make effective, data-driven decisions, considering consequences and consulting with others where appropriate You take the initiative to solve problems and develop several potential solutions

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.