



Prince's Trust  
International

## Job Description

**JOB TITLE:** Programme Manager – Greece (12-month Fixed Term Contract )

**LOCATION:** This role is based in London, UK. Post Pandemic we will be returning to hybrid working (at least 3 days in the office, 2 days working remotely). Other UK based locations will be considered

**TRAVEL** Approximately 30-50% of time spent abroad on project visits subject to any UK and/or local government restrictions

**PAY BAND** London Salary Scale :£31,100 - £35,000 dependant on experience  
(National (outside of London) Salary Scale: £27,100 to £30,000 dependent on experience)

**RESPONSIBLE TO:** Head of Delivery - Europe

**RESPONSIBLE FOR:** No direct reports

## About Prince's Trust International

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Prince's Trust International has been supporting young people worldwide since 2015. Our **Mission** is to empower young people to learn, work and thrive.

We were founded by HRH The Prince of Wales to tackle the global crisis in youth unemployment, building on four decades of experience in the UK.

Before Covid-19, 1 in 5 young people worldwide were not in employment, education, or training. Now, the pandemic will cause the deepest global recession in decades with the International Monetary Fund predicting "elevated unemployment rates".

Prince's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, work and thrive. We pilot and then rollout projects to test and grow our models & develop new ones. The pandemic has necessitated innovation with our programmes increasingly moving online and with our having developed bespoke digital programmes.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

Our programmes and interventions are now present in 13 countries within the Commonwealth and beyond, across Asia, Africa, the Caribbean, the Middle East and Europe.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

We have supported over 25,000 young people since our inception. Last year, 7 in 10 young people who participated in our employability programmes entered the labour market while our enterprise programmes provided young people with the knowledge and skills to start their own business.

We are now looking to recruit for our new Programme Manager - Greece to join our growing team.

We are committed to in building a diverse and inclusive organisation that is representative of, and responsive to the needs of the communities we work with and we are encouraging applications from a diverse background. talents serve.

## **Context of the Role**

In Europe, Prince's Trust International has been working in Malta and Greece for several years, and more recently in Serbia, with the ambition of supporting more young people to Live, Learn and Thrive.

This role is central to the growth and sustainability of quality delivery in Europe and will be responsible for developing, piloting and managing 2 new projects in Greece. This will involve developing relationships and working closely with partner organisations and key stakeholders in Greece and developing detailed implementation plans while using associated project management tools, conducting engagement activities.

Based in London, UK, with regular overseas travel, this role is part of the Programmes team and will work on programmes based primarily in Greece, developing and leading the support to our in-country Partners to deliver effective programmes for young people.

## **Budget**

Responsible for managing the relevant project budget within the support of financial management, and for supporting the Prince's Trust International team to maximise draw down on the relevant funding contract

## **Key Relationships**

- Prince's Trust International Programmes Team
- Delivery Partners in Greece
- Other Prince's Trust International Head Office Functions and Departments as required
- Key stakeholders and employers in Greece as required

## **Key Areas of Responsibility**

1. Manage the set-up of pilot Education projects in Greece, developing detailed project and implementation plans, completing due diligence procedures and establishing clear roles and responsibilities and project management structures with all partners.
2. Directly manage and monitor ongoing delivery of projects beyond the initial pilot phase, supporting in-country partners to meet agreed targets, and reporting on progress to both internal and external stakeholders
3. Manage and monitor budgets, ensuring maximised draw down on funding, whilst delivering efficient use of resources. Responsible for accurate and up to date financial reporting for internal and external purposes
4. Oversee and deliver Prince's Trust International programmes support to in-country partners as required (according to the stage of delivery and the needs of the partner/s), which may include support calls, advice and guidance on programme planning, delivering briefings and trainings, and producing relevant toolkits and resources
5. Manage communications and relationships with external partners and sponsors of Prince's Trust International programmes, other international partners and key stakeholders (including Clarence House)
6. Work with the wider Prince's Trust International team to manage external communication of projects to key stakeholders and all interested parties. Ensure accurate project information is communicated on the Prince's Trust International website, any stakeholder, funder and project partner websites or publications, and in press releases.

7. Support the Head of Delivery, where required, by representing the Programmes team at events and meetings, and by advocating for the growth and development of the organisation's portfolio of programmes
8. Lead on embedding the Prince's Trust International M&E framework, ensuring that relevant and accurate information is received from all partners.
9. Compliance with Prince's Trust International guidelines on the requirements of Recruiting Safely, Safeguarding, and Health and Safety Policies
10. Carry out any other duties as may reasonably be required by Prince's Trust International, when required.
11. Have a keen understanding of cultural issues and be a champion of promoting diversity and inclusion in your work, alongside fostering PTI values and standards

## **Person Specification**

The successful candidate will be a resilient, enthusiastic, self-starter with a strong understanding of the challenges facing young people in Greece, and the ability to deliver results under challenging and varied circumstances.

They will have strong planning and organisational skills and the ability to work effectively with people at different levels of seniority and from different backgrounds in the public, private and voluntary sectors, with evidence of their ability to influence and secure sustainable results.

They will have enthusiasm and passion for the vision of Prince's Trust International, and a commitment to deliver positive outcomes for young people worldwide, and an understanding of international contexts.

### **Please read these notes carefully:**

Essential criteria describe the skills, knowledge or qualifications that are necessary to be able to do the role.

Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills.

**Please provide a cover letter addressing how you meet all essential criteria in your application.**

| Criteria                    | Essential  | Why is this needed?  | How will this be assessed?   |
|-----------------------------|--|--|--|
| <b>Skills and Knowledge</b> | Strong understanding of the challenges and opportunities for young people in Greece  | The end goal of all our work is to support every young person to have the chance to succeed. With this in mind, it will be crucial for you to have prior understanding of the youth landscape in Greece, so that you it is embedded in everything you do.  | <b>Shortlisting (S), Assessment (if applicable) (A), Interview (I)</b> |
|                             | Knowledge of educational programming and social, economic and cultural contexts in Greece  | Our and our partners' work focuses on youth skills development, primarily through our core set of programmes. Therefore, to effectively work with our existing partners to improve delivery, and lead digital projects on the topic, you will need to have a good understanding of Educational programming in the context of the Greek educational system and economic situation | <b>S, A, I</b>   |
|                             | Knowledge of how to monitor and manage budgets, operating within agreed limits   | In this role you will be responsible for managing the budgets of the projects you lead on – you may be managing multiple projects that feed in to one overall budget, so being able to manage and balance these is crucial.  | <b>A, I</b>  |
|                             | Excellent planning and organisational skills and the ability to manage multiple priorities, both independently and within a team | This role will be responsible for all aspects of setting up, piloting and managing multiple projects and partnerships within Greece. There will inevitably be very busy periods in the year, with projects pulling you in different directions. You will need to be very organised and be able to plan ahead to meet all the deliverables of each project.                       | <b>S,A,I</b>   |

|                   |  |   |       |
|-------------------|--|---|-------|
|                   | Excellent interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal customers and stakeholders from different backgrounds | You'll need to build strong and collaborative relationships with our partners in Greece, and you'll also be building networks of stakeholders internally and externally and will need to be able to communicate clearly and concisely as well as produce reports/documents and supplementary training content as required | A, I  |
|                   | Ability to commission, produce and/or review programme content   | You will need to be able to create, adapt and enhance content for our programmes, as well as review and analyse existing content from within the Prince's Trust Group and externally working with our delivery partners   | I     |
|                   | Strong awareness and understanding of equality, diversity and inclusion and the ability to translate these into effective action   | Prince's Trust International have strong ambitions to produce programming that promotes Equality Diversity and Inclusivity and aim to exemplify these values across our work  | I,A   |
| <b>Experience</b> | Experience of programme or project management, developing and implementing programmes to meet the needs of young people and partners   | A strength of our projects and partnerships is the strong, contextually appropriate programme design and management embedded throughout, and therefore it is important you have experience of managing and developing projects and designing and implementing programmes to meet the needs of local stakeholders.         | S,A,I |
|                   | Experience of working collaboratively within a complex organisation and successfully delivering projects or initiatives that span disciplines and reporting lines                                | This role will collaborate with others across the organisation, and wider PT Group. Importantly, you will need to work closely with PTI colleagues and our partners to ensure there is proper planning, implementation and monitoring of programmes.  | S, I  |

|                                    |   |   |        |
|------------------------------------|---|---|--------|
|                                    | Experience of building and managing relationships with multiple stakeholders and partners, including governments, agencies, and public bodies | Our core partners consist of a mix of small NGOs, government ministries and large public sector agencies, with stakeholders including senior government officials, private sector leaders and the young people we serve. As such, you need to be experienced in managing relationships with a range of individuals and organisations so that you're able to quickly establish strong relationships. | S, I   |
|                                    | Experience of using remote and digital work tools (e.g. spreadsheets, project planning tools) accurately and with good attention to detail    | We're all working remotely right now, but even once we can be back in the office this role will naturally involve a lot of remote working over digital channels, due to the international nature of the projects and stakeholders.  | A, I   |
| <b>Competencies and Behaviours</b> | Ability to work on own initiative to achieve agreed aims, targets and objectives and find creative solutions to problems                      | You'll need to be able to take the lead on a variety of projects, ensuring we meet our goals despite challenges.  | S, A I |
|                                    | Ability to stay calm and work effectively under pressure, demonstrating resilience in challenging situations and locations                    | You will face challenges in your role, whether that's with partner relationships, local employer engagement, or a pandemic, and you need to be able to work effectively when issues arise and proactively manage your own well-being.   | A, I   |
|                                    | Flexibility to work evenings and weekends as required   | For example, there may be times when you will need to attend PTI, partner or fundraising events, or travel outside of usual working hours or to accommodate partners, time zones or delivery schedules. To support employee well-being we have a Time Off In Lieu Policy which would apply.   | I      |

| Criteria                    | Desirable   | Why is this needed?  |
|-----------------------------|---|--|
| <b>Skills and Knowledge</b> | Recognised Project Management qualification   | This role will manage multiple projects, requiring a range of project management skills and the capacity to apply different management styles.   |
|                             | Ability to speak and understand conversational Greek  | You will need to develop relationships with Greek partners and stakeholders including potentially Government Ministers and staff, and therefore it would be advantageous if you are able to communicate and deliver workshops /focus groups and training primarily in Greek with Greek young people                                      |
|                             | Knowledge of processes for monitoring and evaluation of projects  | It is vital that we are able to measure the success and impact of our programmes, which would form part of the managing of the projects and therefore it would be advantageous if you are familiar with how to monitor and measure the success of your programmes  |
| <b>Experience</b>           | Experience of working in Greece   | This role will be developing and piloting two projects in Greece and experience of working in Greece would be beneficial in terms of understanding the cultural context and working environment in Greece.   |
|                             | Experience of delivering digital programmes   | Prior experience would allow you to quickly deliver any digital programmes as required   |
|                             | Experience of working directly with young people to support training and development of key skills to bridge the gap between education and employment | Our programmes are aimed at young people age 14 -35 in Greece, and you will need to be able to demonstrate that you understand the needs and expectations of this group and how best to interact and design programmes to the benefit of this group. Experience of developing and delivering training programmes to young people is key. |

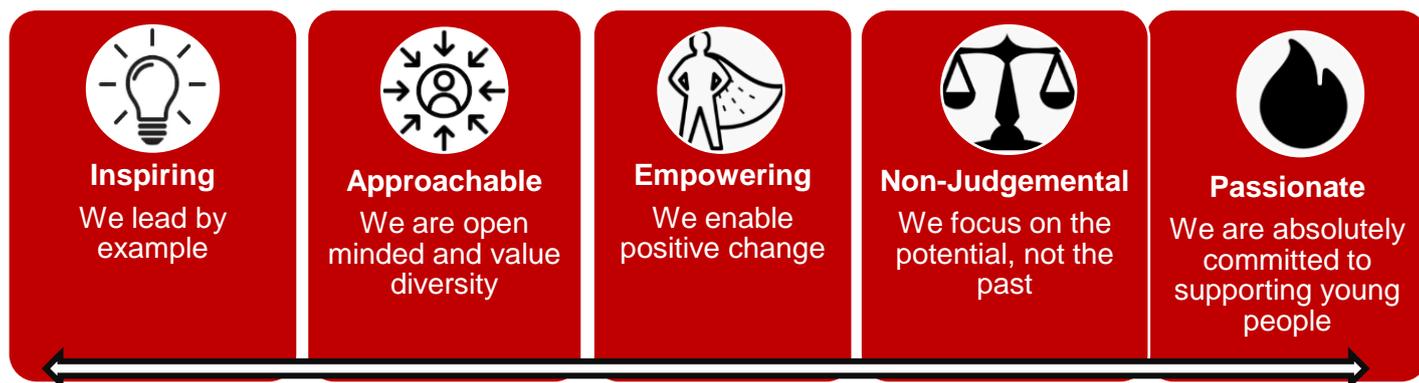
## OUR VALUES

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 Prince's Trust International, we are committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we work with, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory, Stonewall Diversity Champion and a Disability Confident employer.

Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT GEN (Promoting gender equality) PT DAWN (Disability & Wellbeing Network) and Pulse (LGBT Network). As part of our commitment to employee well-being and EDI we are open to discussing flexible working hours



## OUR BEHAVIOURS

We have created a behavioural framework highlighting the behaviours that we expect, promote and reward when interacting 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</p> <p>You keep young people and our end goal in mind</p> <p>You build trust in others through reliability and holding self-accountable for success</p> <p>Resilient in the face of challenges, not taking constructive criticism personally</p> <p>You're authentic and bring unique talents to work, encouraging others to do the same</p> <p>You will role model integrity and act according to our Values</p> | <p>You champion change initiatives and help others see the benefits and opportunities</p> <p>You take an entrepreneurial approach to improving how we do things</p> <p>You seek opportunities to enhance own development and build expertise</p> <p>You will role model a positive and constructive approach to giving &amp; receiving feedback</p> <p>You support others in adapting to change</p> | <p>You're approachable, clear and assertive</p> <p>You cascade important and relevant information to others clearly and swiftly</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly</p> <p>You communicate difficult messages and challenge others' thinking effectively</p> <p>You listen to and empathise with others to understand the root of situations before responding</p> | <p>You will role model effective and mutually supportive teamwork with colleagues</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build and invest in relationships across The Trust</p> <p>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 &amp; targets</p> <p>You take responsibility for making and implementing logical, data-based decisions</p> <p>You're flexible and responsive as priorities and requirements change</p> <p>You seek solutions and solve problems, empowering others to do the same</p> |

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## **THE WELFARE OF OUR YOUNG PEOPLE**

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 basic Disclosure, having a criminal record will not automatically exclude applicants.