

## Job Description



Prince's Trust  
International

**JOB TITLE:** International Programmes Executive

**LOCATION:** Homeworking in Trinidad & Tobago, with regular interaction with local partners in Trinidad and some travel to Jamaica (approximately once or twice a year)

**PAY BAND:** *Delivering* (\$144,000-\$180,000 TTD)

**RESPONSIBLE TO:** International Programmes Manager

**RESPONSIBLE FOR:** N/A

**CONTRACT TYPE:** Fixed term 12 months

## About Prince's Trust International

Our aim is to support young people in need by helping them develop the skills and confidence to succeed. We blend our expertise with a global network of local partners and develop programmes and interventions to help young people to build their own futures. Our work complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work.

Our content delivery is now present in 13 countries around the world including Barbados, Jamaica; Trinidad & Tobago; Greece, Malta, Serbia; Ghana, Kenya, Rwanda; India, Pakistan, Malaysia and Jordan.

We have supported over 20,000 young people since our inception, helping most into positive outcomes. For example, more than 8 in 10 young people who use our employability programmes go on to employment, training or further education.

Our **Vision** is that every young person should have the chance to succeed.

Our **Mission** is to empower young people and local organisations across the Commonwealth and beyond to learn, work and thrive.

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     |

Prince's Trust International is committed to representing, at all levels, the global communities and young people that we serve.

We believe in building a diverse and inclusive organisation that is representative of, and responsive to the needs of the communities we work with. You will have a keen understanding of cultural issues and be a champion of promoting diversity and inclusion in your work.

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.

## **Context of the Role**

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 IMF 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.

This is a new role in the Caribbean programmes team which has arisen due to the extent and stage of our projects in the region. PTI has been operating in the Caribbean since 2016 and, after a number of years of piloting and learning, we now work in partnership with 8 organisations to deliver 10 programmes across Barbados, Jamaica and Trinidad and Tobago. Over the next year, we will be piloting a training and networking offer as well as consultancy-style support to organisations across the Eastern Caribbean. We will be continuing the roll out of our WhatsApp digital engagement project for young people in Barbados, and conducting pilots for this in Trinidad and Tobago and Jamaica.

Over the next year we are looking to increase and improve the support we provide to our partners with a focus on building the long-term sustainability and local ownership of the programmes and projects. We will work to embed more robust monitoring and evaluation practices across all projects so we can evaluate and improve the programmes whilst being able to better articulate the impact they have.

This role will focus on the five projects in Jamaica (65%) and Trinidad and Tobago (25%) whilst supporting to deliver the training and networking offer across the region (10%). You will work closely with the International Programmes Manager for Jamaica and Trinidad and Tobago to support the five partners to deliver effective youth programming, whilst continuing to build strong networks of stakeholders in country to enhance existing programming and explore new opportunities. You will lead much of the project monitoring activities, collecting and collating data, conducting focus groups and collecting case studies, and will also work to support marketing and communications activities.

## **Key Relationships**

PTI Caribbean Team  
PTI Fundraising Team  
PTI Programmes Team  
PTI Marketing & Communications Team  
PTI Impact Team  
PTI Design & Digital Team

In Jamaica:

HEART NSTA Trust  
Junior Achievement Jamaica  
Jamaica Youth Business Trust

In Trinidad & Tobago:

National Training Agency of Trinidad & Tobago  
Volunteer Center of Trinidad & Tobago

## **Key Areas of Responsibility**

1. Work alongside the International Programmes Manager to conduct all project and programme management activities
2. Be responsible for the collection of project monitoring and evaluation information from all partners, including ensuring the data required is submitted on time, and conducting focus groups and delivery observations as necessary, according to the PTI Monitoring Framework and funder requirements
3. Work with the partners and the PTI Design and Digital team to create, review and adapt programme content and materials
4. Assist the fundraising team to prepare funding proposals and reports
5. Work with the Caribbean team to design, develop and deliver training and networking sessions to organisations across the region
6. Work with partners and the PTI Marketing & Communications team to develop marketing and communication plans for each project, and take a lead in delivering on aspects of the plans
7. Where necessary, conduct due diligence on partners and prospective partners
8. Build a strong network of stakeholders, across the public, private and voluntary sectors, in country
9. Conduct research into relevant topics to support programme design and PTI's regional strategy implementation
10. Be the initial point of contact for volunteers and employers that approach PTI, and support them to engage effectively with partners.

## **Person Specification**

**Please read these notes carefully:**

Essential criteria describes the skills, knowledge or qualifications that are necessary to be able to do the role. Some criteria will be assessed at the shortlisting **(s)** stage and this will be based on the information you have provided in your CV and supporting statement. Do not just say, for example, 'I have good communication skills'. Your statement should provide evidence of how you have gained experience or used this skill or knowledge. If the skill has been gained in a very different context you may want to add how you think the skill will transfer to this role. Other criteria may be assessed as part of an assessment **(a)** or at interview **(i)**. Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application. Please see the final section of this document for essential guidance on how to complete your cover letter.**

Criteria	Essential	Why is this needed?	How will this be assessed?
<b>Skills and Knowledge</b>	Strong understanding of the challenges and opportunities for disadvantaged young people in the Caribbean	The end goal of all our work is to provide opportunities for young people to develop skills and confidence, therefore it is important that you understand the local context for young people in the Caribbean to be able to help design programmes and interventions that are relevant.	<b>S</b>
	Excellent planning and organisational skills and the ability to manage multiple priorities, both independently and within a team	In this role you will work across multiple projects, all with different timeframes and deadlines to work to. Therefore, it is vital that you are able to plan ahead and organise your time and workload well so that you don't miss anything. At times you'll be working closely with team members but at others, you'll be working more independently	<b>A</b>
	Strong interpersonal, written and verbal communication skills, with the ability to establish and maintain effective working relationships with a wide range of external and internal stakeholders from different countries and cultures.	In addition to working with our partners, you'll spend some of your time speaking to young people in focus groups and you'll also work to build local networks and develop new relationships across the public, private and voluntary sectors so being able to communicate effectively to a range of people is very important.	<b>A, I</b>
	Ability to develop high quality session plans and resources to meet the needs of young people in the local context	Part of your role will be working alongside the partners to create, adapt and improve programme content to maximise the impact on young people therefore you will need to demonstrate your ability to do this.	<b>S</b>
	A good attention to detail	In this role you will support with conducting due diligence checks, developing contracts, and collecting data, all of which require a good attention to detail to ensure that all documentation and records are in order.	<b>S</b>
	Ability to work effectively under pressure, creatively solving problems that arise and demonstrating resilience	PTI is a fast-paced organisation with large ambitions and therefore there are times of the year that can be very busy which require all PTI staff to be resilient and creative when problems do arise.	<b>A, I</b>

	Ability to work on own initiative to proactively achieve agreed aims and objectives	In this role you will work remotely from other PTI colleagues, most of whom are in the UK, therefore you need to be a proactive person who is able to motivate themselves and take the initiative	<b>S, I</b>
	Ability to use basic Microsoft office programmes, such as Word, Excel and PowerPoint	PTI uses Microsoft Windows and frequently uses Word, Excel and PowerPoint so you will need to have a basic working knowledge of these programmes	<b>S</b>
	Ability to use remote working and communication tools such as Zoom and Microsoft Teams.	Much of our work is conducted via Microsoft Teams and Zoom, particularly in the current climate therefore a basic working knowledge of the tools is important	<b>S</b>
<b>Experience</b>	Experience of working on or with initiatives supporting young people in the Caribbean	In this role you will work alongside our partners to design and implement programmes to young people in Jamaica and Trinidad & Tobago therefore we are looking for you to bring your experience of working on or with similar youth-focused initiatives in the region to ensure the initiatives are relevant and impactful.	<b>S, I</b>
	Experience of engaging and working with a variety of organisations, institutions, and individuals at different levels	This role involves working alongside our partners as well as other stakeholders across the public, private and voluntary sectors, sometimes at senior levels, and to be able to jump straight into this and build effective relationships you need to have some previous experience	<b>S</b>

<b>Criteria</b>	<b>Desirable</b>	<b>Why is this needed?</b>
<b>Skills and Knowledge</b>	Knowledge of the project management cycle	All of our projects and partnerships work through a cycle and therefore, as a key member of the team working to manage projects with partners, it will be beneficial to have some prior knowledge of the project management cycle.
	Knowledge of monitoring and evaluation approaches and tools	You will lead on some monitoring and evaluation activities therefore it will be useful for you to have some knowledge of this, however we will provide training on PTI's approaches and tools
	Knowledge of local youth programming and community initiatives	As you will play a key role in building networks with local organisations,

		knowledge of the local landscape will be useful
<b>Experience</b>	Experience of working on education, employability and/or entrepreneurship initiatives supporting young people in the Caribbean	Education, employability and entrepreneurship are the three programmatic areas we focus on at PTI and therefore experience of working on similar initiatives with young people will help you to quickly get up to speed on PTI's areas of expertise
	Experience of working on digital programmes for young people	We are looking to pilot Vibe Check, a WhatsApp based programme, in Jamaica and Trinidad & Tobago so if you have experience of working on the digital programmes with young people you'll be able to pick up and starting leading on aspects of the project really quickly
	Experience of creating engaging programme content, including session plans and resources, tailored to the needs of young people locally	As mentioned above, you'll be working with partners to create, adapt and improve content therefore having prior experience will be of value when doing this to a high standard
	Experience of providing administrative support to project teams	If you have previous experience of providing administrative support you'll be able to hit the ground running in the Caribbean team as this is a key part of the role
	Experience of collecting and processing data	In this role you'll work with our partners to collect data and then process it so we can use it to evaluate the work and talk about what we do. Having experience of this will help you quickly learn PTI's approaches
	Experience of designing and facilitating engaging training sessions and workshops	A key focus of our work over the next year will be delivering engaging and relevant training sessions and workshops to our partners and other organisations across the region therefore it would be beneficial to have some experience in designing and facilitating engaging sessions.

## WHAT DO WE EXPECT FROM YOU?

### 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 serve, 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 NOW (Network of Women), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBT Network). Talk to us about flexible working hours.



### 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</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 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 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 empathises with others to understand the root of situations before responding</p>	<p>You 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>

### 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.

## HOW TO APPLY

Please read these notes carefully:

Please submit your CV and Cover Letter as outlined in the advert. Please note that Cover Letters that do not follow the guidelines below will not pass initial screening for this post.

Applications that do not include both a CV and Cover Letter following the guidelines will also not be considered valid.

**What we expect from your cover letter:**

Cover letters should include examples of how you demonstrate all of the essential criteria for the role, as well as information on how you meet any of the desirable criteria. Please use the questions below as headings in your cover letter. Please keep your cover letter to a maximum of 1500 words.

1. **Why would you like to work for PTI and why would you like this specific role?**
2. **Do you have a strong understanding of the challenges and opportunities for disadvantaged young people in the Caribbean?**

How has this been gained?

3. **Do you have excellent planning and organizational skills and the ability to manage multiple priorities, both independently and within a team?**

Please give examples of how you have demonstrated this in previous paid or voluntary roles or other capacities.

4. **Do you have strong interpersonal, written and verbal communication skills, with the ability to establish and maintain effective working relationships with a wide range of external and internal stakeholders from different countries and cultures?**

Please give examples of how you have demonstrated this in previous paid or voluntary roles or other capacities.

5. **Do you have the ability to develop high quality session plans and resources to meet the needs of young people in the local context?**

Please give examples of how you have demonstrated this in previous paid or voluntary roles or other capacities.

6. **Do you have a good attention to detail?**

Please give examples of how you have demonstrated this in previous paid or voluntary roles or other capacities.

7. **Do you have the ability to work effectively under pressure, creatively solving problems that arise and demonstrating resilience?**

Please give examples of how you have demonstrated this in previous paid or voluntary roles or other capacities.

8. **Do you have the ability to work on own initiative to proactively achieve agreed aims and objectives?**

Please give examples of how you have demonstrated this in previous paid or voluntary roles or other capacities.

9. **Do you have the ability to use basic Microsoft office programmes, such as Word, Excel and Power-Point?**

Please state that you have this ability if so.

10. Do you have the **ability to use remote working and communication tools such as Zoom and Microsoft Teams?**

Please state that you have this ability if so.

11. Do you have **experience of working on or with initiatives supporting young people in the Caribbean?**

Please give specific examples of this experience.

12. Do you have experience of **engaging and working with a variety of organisations, institutions, and individuals at different levels?**

Please give specific examples of this experience.

13. If relevant, please provide a summary of how you meet the desirable criteria for this role.