

**JOB DESCRIPTION**  
**Prince's Trust Leader of Team**

<b>JOB TITLE: Prince's Trust Leader of Team</b>	<b>GRADE:</b> <b>Unqualified C £22,110 - £24,405</b> <b>Qualified D £25,016 - £28,578</b>
<b>DEPT: Projects</b>	<b>HOURS OF WORK: 37 HOURS</b> <b>LOCATION: Aylesbury</b>
<b>REPORTS TO: Team Leader</b>	

**Adviza is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>BACKGROUND</b>
Everyone in Adviza works to make a positive difference for all young people and adults so that they have the best possible chance to progress successfully in learning and work. Our vision is for all young people and adults to make better decisions that help them to progress in learning and work and achieve their full potential.

<b>JOB PURPOSE</b>
<ul style="list-style-type: none"> <li>• To deliver the twelve week Prince's Trust Team programme.</li> <li>• To recruit, select and support a Team of young people aged 16 - 25 through a personal development programme centred around teamwork in the community.</li> <li>• The Leader of Team supports each young person to complete the Team qualification by the end of the twelve programme.</li> </ul>

<b>MAIN DUTIES AND RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Responsible for safeguarding and promoting the welfare of young people.</li> <li>• Recruit a mix of young people aged 16 – 25 years to participate in each programme, ensuring the required paperwork is completed for each individual.</li> <li>• Understand and be familiar with the Prince's Trust Team Toolkit.</li> <li>• Plan and deliver the 12-week personal development programme in line with the Toolkit and requirements.</li> <li>• To deliver Prince's Trust Team qualification to the standards required and work with the Aylesbury College to prepare the young people's portfolio's to prepare for assessment, internal verification and external verification.</li> <li>➤ Provide leadership and guidance to the Team and with the full support of Adviza take responsibility for the Health, Safety and Welfare of the Team during all parts of the programme.</li> <li>➤ Lead the Team on a 5 day residential experience.</li> <li>➤ Produce risk assessments to the required standards prior to each of the Team's activities.</li> </ul>

- Inform Adviza and the Prince's Trust of all accidents, incidents and near misses and complete appropriate records.
- Supervise the Team's liaison with Community Organisations and agencies to plan, prepare and carry out appropriate Community Projects and Individual Work Placements in accordance with programme requirements.
- Work with a variety of partner organisations to enhance the delivery of work with young people. These will include voluntary, community and corporate organisations.
- Set programme objectives, to meet both team and individual needs and to deliver the expected learning outcomes.
- Guide Team members through the completion of their Individual Learning Records.
- Plan and carry out regular individual and team reviews incorporating the development of actions plans.
- Set and enforce appropriate disciplinary procedures with the young people in line with Adviza and Prince's Trust rules, regulations and codes of conduct.
- Maintain accurate records of Team and individual performance and progress, as required.
- Submit accurate reports as necessary to Adviza and the Prince's Trust local representative contributing to the continuous quality improvement of both organisations, to include an End of Team Report recording the activities undertaken by each Team and individual progress.
- Participate in Team Quality reviews and contribute as required.
- Promote the good name of Adviza and the Prince's Trust at all times.
- Develop knowledge of current additional programmes and support networks likely to benefit the support, development and progression of Team members after their programme.
- Work closely with volunteers throughout the twelve week programme.
- Any other duties as directed by the Line Manager from time to time.

**PERSON SPECIFICATION**  
**Prince's Trust Leader of Team**

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<b>DEPT: Delivery</b>	<b>HOURS OF WORK: 37 hours</b>
<b>REPORTS TO: Team/Project Leader</b>	

<b>KEY CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS, TRAINING AND EXPERIENCE</b>	<p>Proven experience of working with young people aged 16-25 and their families including work to help challenging young people overcome difficulties.</p> <p>Attend The Prince's Trust Team Leader Training programme, which is mandatory training for Leader's of Team.</p> <p>Experience of working with young people in a variety of settings and from a range of social and cultural backgrounds.</p> <p>Experience of developing provision and delivery with multi-disciplinary teams or groups.</p> <p>Experience of working with statutory and voluntary organisations supporting young people.</p> <p>Substantial experience of delivering training &amp; development sessions to young people on a variety of topics.</p> <p>The ability to balance competing priorities.</p>	<p>A professional qualification in a Advizas related discipline e.g. Youth Work, Careers Guidance, Teaching, Social Work, Education Welfare.</p> <p>A recognised qualification or experience in supporting the delivery of basic skills.</p> <p>Experience of planning, organising and completing practical projects.</p> <p>Experience of managing Health &amp; Safety including risk assessment.</p> <p>Experience of dealing with a range of issues facing young people from a variety of backgrounds.</p> <p>First Aid training.</p> <p>Food Hygiene experience.</p>
<b>COMPETENCE SUMMARY</b> (Knowledge, skills and abilities.)	<p>The ability to provide Leadership in a challenging environment.</p> <p>Provide a positive role model for young people.</p> <p>Ability to think creatively and adopt innovative ways of working</p>	<p>Ability to use Information &amp; Communication Technology.</p> <p>Knowledge of the local Community, its voluntary organisations and agencies.</p>

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	<p>in order to be an effective agent of change.</p> <p>Organisational ability, administration skills and self motivation.</p> <p>The capacity to engage with people at all levels.</p> <p>Experience of working with groups of young people.</p> <p>Good written and verbal communication skills and the ability to write reports and to deliver presentations to a variety of audiences.</p> <p>Effective time management skills.</p> <p>The ability to work on own initiative, with the minimum of supervision within a busy environment and ability to prioritise and manage a varied workload.</p>	

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<b>WORK-RELATED PERSONAL REQUIREMENTS</b>	<p>Enthusiasm, stamina and willingness to work unsociable hours when necessary.</p> <p>Commitment to motivate and inspire disaffected young people to achieve their potential.</p> <p>Commitment to Equal Opportunities Legislation and an understanding of, and commitment to work within the principles of diversity.</p> <p>The ability to be tactful and sensitive in communication and to empathise with young people and the agencies and professionals who deal with them.</p> <p>Willingness to undertake ongoing training which includes Food Hygiene, First Aid.</p> <p>Demonstrate an empathy with and a commitment to the work of Adviza and The Prince's Trust.</p>	
<b>SPECIAL FACTORS:</b>		
<ul style="list-style-type: none"> <li>• Must be prepared to travel locally and work flexible hours if required.</li> <li>• Prepared to work flexible hours, evenings and possibly Saturdays.</li> <li>• Share with Adviza, the commitment to safeguarding and promoting the welfare of children and young people.</li> </ul>		