

## YOUR NEW ROLE AT THE TRUST

<b>JOB TITLE:</b>	Partnerships Manager	<b>PAY BAND:</b>
<b>FUNCTION:</b>	Fundraising & Marketing	Support Delivering
<b>THE TEAM:</b>	The Government Partnerships team sits within the wider fundraising directorate and is responsible for developing strategic partnerships with the Public Sector that enable the Trust to achieve our mission.	<b>Specialist/Managerial</b> Technical Lead/Function Head Senior Leadership Team

## WHERE YOU WILL FIT

Director of Partnerships - Corporate & Government	Senior Head of Partnerships	Head of Partnerships	<b>Partnerships Manager</b>
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## HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

You will develop and manage partnerships which will generate the essential income we need to transform young people's lives.

## WHAT WILL YOU DO?



Develop partnerships with Public Sector organisations that secure income for our work with young people in Scotland.



Lead on and contribute to local and national public sector funding bids within the employability landscape.



Successfully account manage potential and existing partners, including by coordinating and supporting internal colleagues to be accountable for contractual KPIs.



Consult closely with public bodies to keep abreast of changes in the Public Sector funding landscape regarding employability, education, and enterprise.



Consult closely with internal colleagues to ensure we develop a strong offer for young people that matches the priorities of local authorities and the Scottish Government.

# 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?
An understanding of the Scottish Government and local authority funding agendas.	You will build partnerships which align The Prince's Trust's strategic aims with those of the Scottish Government and Local Authorities.
Exceptional people skills, and able to build relationships with a wide range of people.	To be able to work effectively and build relationships with multiple stakeholders, internal and externally and at all levels of seniority.
Excellent communication skills with experience of making and delivering presentations to diverse, high calibre audiences.	You will engage and influence key stakeholders both internally and externally through various methods of communication.
Excellent written skills and ability to develop detailed proposals and budgets.	You will develop briefing papers, proposals, and funding applications to potential partners.
An organized and strong project manager with the ability to use project plans, budgets, and other financial information.	You will manage a number of projects and priorities, including key accounts, funding applications and contracts, each with key milestones and deadlines.
Good understanding of government policy on skills development and employability.	You will build partnerships which align The Prince's Trust's strategic aims with those of the Scottish Government and Local Authorities.
A strong understanding of the breadth of challenges young people face currently in our society / economy.	To be able to work with potential partners, explain the challenges young people face and how, with their support, we can help young people succeed.
Experience	Why do we need this?
Experience in a relevant fundraising, charity or sales and marketing environment.	You will secure income for The Prince's Trust as part of our Fundraising Team.
Experience of influencing stakeholders, funders, and colleagues.	You will work with a range of internal and external stakeholders to find common goals and shared objectives.
Deep knowledge, understanding and empathy of the current issues and barriers faced by young people across the UK.	We want you to care deeply about making a lasting change to young peoples' lives and understand the lifechanging role your team plays in supporting young people every day.

## WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience of using databases, e-mail, internet, word-processing and spreadsheet packages, accurately and with good attention to detail.	A wide range of software and application are used on a daily basis within the team and for this role.
Experience of monitoring and managing income targets, re-forecasting, and budgeting.	You will be responsible for forecasting projecting income from a list of specified accounts to ensure that we can effectively plan our support to young people.
Experience of completing public sector procurement applications	You will secure income from Public Sector sources for our services to young people in Scotland.
Skills & Knowledge	Why do we need this?
Strong account manager, able to increase support from key relationships to achieve defined income targets.	You will have a range of partnership accounts that you will be responsible for managing and developing.

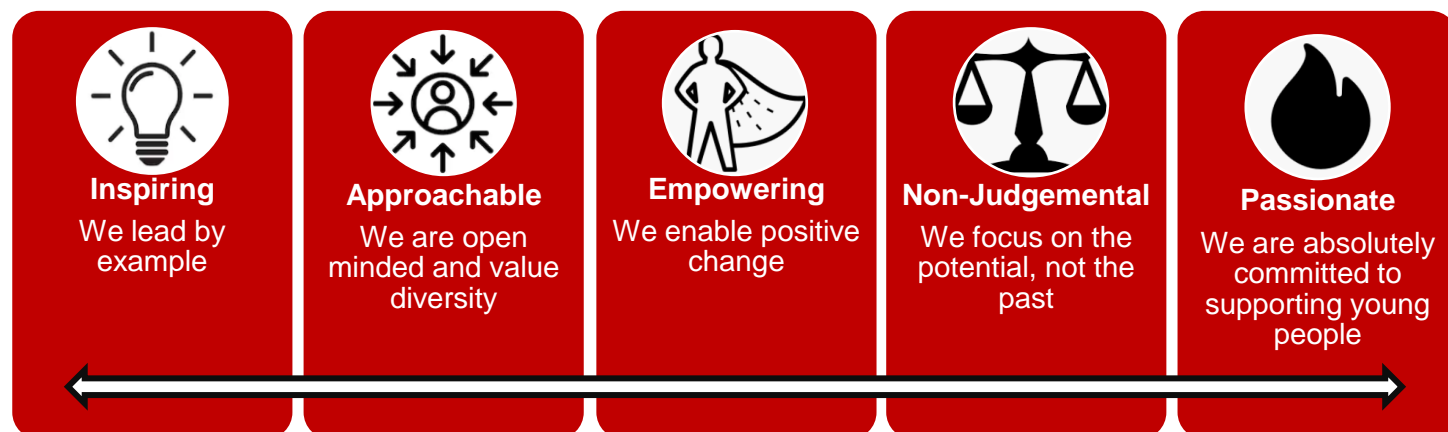
# WHAT DO WE EXPECT FROM YOU?



**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
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	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	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	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	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

## 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.