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| **Job Title:** | Prince’s Trust Team Manager | **Date:** | 21/9/21 |
| **Reporting Line:** | Delivery Partner Manager | **Salary:** | Grade F |
| **Team:** | Prevention Education | **Business Area:** | Prevention |

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| JOB PURPOSE |
| To manage the effective delivery of the Prevention Education “Team Programme” within GMFRSYour role will be varied, at times challenging but highly rewarding – this is your opportunity to make a difference to the lives of young people from our communities in Greater Manchester |

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| **KEY RELATIONSHIPS** |
| * Borough Management
* Station Operational Teams
* Prevention Managers
* Referral agencies
* Local businesses including those with charitable status
* DWP
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| **KEY RESPONSIBILITIES**  |
| * To lead and motivate a team of young people, through GMFRS led personal development course, acting as a role model at all times.
* Building relationships and raising awareness of Team programme with Borough, Cluster and Operational crews.
* To effectively engage with a wide range of Voluntary, Private and Public Sector organisations promoting the concept of the Prince's Trust Team Programme and actively seek opportunities for additional funding sources/support to be gained.
* Responsible for risk management and contingency planning throughout all areas for the delivery of the Team programme
* To be responsible for the Team budget, liaising with the Princes Trust Delivery Partner Manager and Finance Department on budgetary matters, effectively planning and managing resources in own team taking account of financial and management information and broader organisational needs.
* To be accountable for the completion of relevant paperwork to the required standard, timescales and deadlines set.
* To be responsible for the development, supervision and line management of GMFRS support staff, volunteers, employed participants and student placements.
* Identify and contribute to the on-going development and maintenance of partnerships with local employers to support quality work placements.
* Support Team member progression into a positive outcome of employment, education, training and volunteering and evidence outcomes as appropriate.
* Identify suitable projects and placements for Team members which will contribute to the development and regeneration of the local area.
* To lead in the personal skills development of the young people, accessing the Prince’s Trust Team programme or any other GMFRS programmes and improve their employability.
* Participate in Annual Quality reviews, standardisation days and contribute as required
* Promote the good name of GMFRS and the Prince’s Trust at all times.

**General*** Represent the organsiation publicly in local forums and community meetings
* Responsible for identifying, managing, and reporting safeguarding issues in accordance with GMFRS Safeguarding Policy
* Provide resilience across all Prevention Education activity
* Develop and implement specific plans to ensure delivery of the local goals and objectives to support the overall achievement of the Corporate Plan
* To undertake any other duties which may be required which are commensurate with the grade of the post.

**NB:** This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. |
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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Knowledge & Experience** * Have experience of working directly with young people and the local community
* Knowledge of Ofsted framework and inspection process
* Qualifications or relevant experience in youth and community work
* AET Levels 3-5 are desirable
* Experience of training and presenting to a wide range of groups
* Be able to prioritise and manage a varied workload
* Experience of budget management
* Experience of community engagement through social media
* Be organised, self-motivated and flexible approach to changing demands
* Have experience of working with young people in a range of contexts and with varying skills and abilities
* Have experience of managing health and safety including risk assessments
* A confident communicator with experience of group work
* Demonstrate the ability to work effectively as part of a team
* Experience of Safeguarding children and vulnerable adults
* Be committed to equality of opportunity in employment and service provision
* Experience of managing teams and individuals

**Skills & Behaviours** * D1 Driving License or willing to qualify within 12-month period
* Experience of managing challenging behavior
* Conversant with all Microsoft Office packages including excel, word, powerpoint and MS Teams
* Self-motivated leader with a flexible approach to demanding workloads
* Requirement to attend residential provision as part of the core role and support for duty cover.
* To be willing to work flexibly as occasional evening and weekend working may be required
* Commitment to high standards of customer care and public service
* Ability to work flexibly and creatively as part of an effective team

**FOR ROLES EXEMPT FROM THE REHABILITATION OF OFFENDERS ACT:**This role is exempt from the Rehabilitation of Offenders Act (1974) and will require disclosure of all convictions including those considered spent under the Act. The role holder will be subject to an Enhanced level check by the Disclosure & Barring Service. |

**Corporate Duties**

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

**Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality -** All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety -** All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies -** All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities -** GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background