

Job Description

Post:	Assistant Team Leader
Salary Grade:	Band 8
Responsible to:	Team Leader
Responsible for:	Assisting Team Leader

Key Purpose

The Assistant Team Leader supports The Trust's mission 'to help disadvantaged young people in the UK to change their lives and get into work, education or training' by delivering excellence for young people, supporting young people to achieve positive outcomes in the best and most effective way, to support and grow The King's Trust reputation within the youth sector

Duties & Responsibilities

A	Responsible for supporting the Team Leader and managing own expenses within the financial management guidelines and allocated budget.
B	Assist the Team Leader to deliver the required number of Teams, ensuring delivery complies with the structured 12-week stages and processes outlined in the Team Toolkit, the Team minimum quality standards, all assessment criteria and any additional contractual obligations
C	Support the recruitment of a range of young people across target group to achieve appropriate Team mix. Ensure appropriate young people are referred to the Team within agreed timeframes
D	Work with the Team Leader to progress young people through the programme in line with local budgets, achieving a range of KPI targets including the number of young people recruited; their retention on the programme; and the qualifications and positive outcomes achieved
H	Assist in gathering information required for End of Team Reports after each programme and ensure actions to improve the quality of the programme are followed up and completed in good time



I	Support the implementation of multiple external funding contracts or initiatives (local and national) to ensure requirements and outputs are achieved as advised by the Delivery Partner Manager or The Trust's Programme Executive
J	Maintain accurate and up-to-date records, paper and electronic, as required by The Trust or external funding contracts and in line with The Trust's data protection policy
K	Compliance with the Delivery Partner's and The Trust's policies for working with young people, Recruiting Safely, Safeguarding and Health and Safety and any other operational procedures for direct delivery
L	Implement action plans to address issues identified in the Team Review, Annual Quality Review and other Quality Assurance processes as outlined in the Toolkit
M	Attend all necessary internal/external training courses and management/steering group meetings as required including King's Trust initial Team Leader Training course, Risk Management and, if not already held, Food Hygiene and First Aid at Work
N	Carry out other Team-related duties as may reasonably be required by the Delivery Partner or The Trust, including deputising as appropriate on activities relevant to area of responsibility
O	To supply information as required by the Team Leader, Delivery Partner Manager, The Trust's Programme Executive and Programme Manager
P	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.
Q	To participate in performance reviews and to undertake staff development activities as appropriate.
R	To work flexibly in the interests of the organisation as required.
S	To participate in key College processes as required.
T	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
U	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or encounter.



Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:
Date:
Name of the post holder:

Person Specification

	Essential			Desirable		
Qualification	1	Literacy L2	Certificate	A	Minibus Driving License	Application / Certificate
	2	Numeracy L2	Certificate	B	IT Level 2	Certificate
Professional Development	3	Evidence of ongoing Professional Development	Application / Interview			
Experience	4	Experience of working directly with young people from a range of settings	Application / Interview	C	Experience of working within a target driven environment (specifically KPIs)	Application / Interview
	5	Experience of managing quality assurance process	Application / Interview Application / Interview	D	Experience of quality management	Application / Interview



	6	Experience of using IT, e-mail, internet, word-processing and spreadsheet packages, accurately and with good attention to detail				
Knowledge	7	Strong understanding of the challenges young people within The Trust's target groups face	Application / Interview	E	Knowledge of how to monitor and manage budgets, operating within agreed limits	Application / Interview
	8	Knowledge of local provision for disadvantaged young people	Application / Interview	F	Knowledge of relevant, local community networks	Application / Interview
	9	Ability to work both independently and as part of a team	Application / Interview	G	Knowledge of the benefits system and how it impacts young people	Application / Interview
	10	Strong awareness and understanding of equal opportunities and the ability to translate these into effective action	Application / Interview	H	Knowledge of processes for administration and verification of qualifications/accreditation	Application / Interview
	11	Knowledge of Health and Safety practices and processes	Application / Interview			
Skills / Qualities	12	Excellent interpersonal, communication and organisational skills.	Application / Interview			
	13	Ability to work on own initiative.	Application / Interview			



	14	High level communication skills – oral, written and IT	Application / Interview			
	15	Able to keep calm in difficult situations	Application / Interview			
	16	Able to work effectively and efficiently	Application / Interview			
	17	Ability to build good relationships with students, staff and external partners	Application / Interview			
	18	Flexible approach to work	Application / Interview			
Other	19	Committed to The King’s Trust values	Application / Interview	1	Flexibility to work some evenings and weekends as required	Application / Interview
	20	Ability to attend meetings/training courses throughout the UK with occasional overnight stays	Application / Interview			
	21	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults	Application / Appointment			
	22	Commitment to college policies i.e. Health & Safety, Equality &	Appointment			



	23	<p>Diversity, Inclusion and Quality Assurance</p> <p>DBS Check acceptable to college will be undertaken for successful applicant</p>	Appointment			
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