



PRINCE'S TRUST AUSTRALIA: JOB DESCRIPTION

JOB TITLE: Project Lead

LOCATION: Melbourne

RESPONSIBLE TO: Director for Young People (Melbourne based)

LINE MANAGES: n/a

KEY CONTACTS:

- ➔ Prince's Trust Australia's Team
- ➔ Prince's Trust Australia's partners and key stakeholders; including educators, young people and the staff of various community service organisations
- ➔ Events and operational staff of Prince's Trust Australia's partners
- ➔ Appropriate Prince's Trust Group's team members

PRINCE'S TRUST AUSTRALIA

Prince's Trust Australia's mission is to deliver social impact by transforming lives and building sustainable communities in Australia. We will achieve this by:

- ➔ Promoting Enterprise Skills among Australians, by supporting Australian young people to make the journey from education into employment and helping military veterans and their families to transition into self-employment.
- ➔ We promote Sustainable Communities by encouraging Australians to embrace the best in sustainable urbanism and we encourage young professionals to learn about and enter into traditional trades and design-related positions.

Prince's Trust Australia is part of The Prince's Trust Group, which provides meaningful support to young people, Indigenous communities, military veterans and environmental projects. The Prince's Trust Group is a global network of charities founded by His Royal Highness The Prince of Wales. It includes work carried out by The Prince's Trust in the United Kingdom and in Australia, New Zealand, Canada and a range of other countries through Prince's Trust International.

CORE VALUES

- ➔ **Approachable:** We are open-minded and value diversity.
- ➔ **Non-judgmental:** We focus on the potential not the past.
- ➔ **Inspiring:** We lead by example.
- ➔ **Empowering:** We enable positive change.
- ➔ **Passionate:** We are committed to supporting Australians.

RESPONSIBILITIES AND SUCCESS CRITERIA:

The Project Lead will coordinate the implementation of high-impact projects across the delivery of the Trust's activities with young people, including implementation and delivery of Prince's Trust Australia's *Achieve*. *Achieve* is an inquiry-based framework that engages young people in learning through careers education and development of enterprise skills. The Project Lead will be responsible for managing key stakeholders including *Achieve* delivery partners and will be responsible for the management of outreach, program delivery support and ongoing partner engagement. An ideal candidate will be a flexible self-starter, have experience in coordinating, delivering and scaling initiatives within the education sector and enjoys working closely with colleagues and external partners to successfully meet collective team delivery targets.

The Project Lead will actively promote Prince's Trust Australia Young People programs and projects to delivery partners and key stakeholders. Prince's Trust Australia will provide the Project Lead with appropriate training to successfully implement and scale the delivery of *Achieve* and other projects and programs. Some regional and interstate travel will be required.

- a. Stakeholder engagement and delivery support: With support from Senior Management and the broader team, implement the delivery of education and training projects and programs. This will involve successful delivery of programs and projects delivered in schools, at workplaces, or in parallel with Prince's Trust Australia events. Responsibilities include: managing logistical requirements for before, during and after delivery, facilitating training, attending and speaking at events as required, liaising with key stakeholders (including delivery partners), and communicating directly with participants, including receiving and appropriately responding to feedback.
- b. Operational and staff support: Positively contribute to internal operations and business functions to aid project and program delivery. This includes supporting the team in its budget objectives, cost control and reporting, [engaging and maintaining collaborative relationships with external partners,] and with the support of Senior Management, developing better processes and supporting systems to enable projects and programs to scale. The role may be required and responsible for supervising other staff as required.
- c. Impact reporting: Contribute to development, implementation and reporting functions related to monitoring and evaluation frameworks across Young People projects and programs
- d. Safeguarding: Coordinate the implementation and administration of Prince's Trust Australia's safeguarding strategy, policies and procedures.
- e. Event support: This may include providing in-person and virtual support to assist with a range of Prince Trust Australia's event needs including facilitation, stakeholder management, operations, logistics and communications. These events may include: private and/or larger-scale fundraising initiatives, receptions, networking opportunities, and community engagement activities.
- f. Marketing & Communications: Support in the development and implementation of a range of content and collateral for external audiences, including marketing collateral to promote and scale Prince's Trust Australia's projects and programs.

The position may be required from time to time to step up and backfill the Director of Young People during leave periods.

PERSON SPECIFICATION

Skills:	<ul style="list-style-type: none"> → Inspires others through demonstration passion for the project to our key audiences. → Collaborative, able to build and sustain relationships internally and with external stakeholders → Champions change initiatives and consistently seeks to improve how we do things to achieve better outcomes. → Confident and effective communication skills, both written, verbal and in presentational 'speaker' mode → Ability to manage uncertainty, ambiguity and challenges, staying calm and working effectively if the unexpected occurs and under pressure → Flexible, able to manage multiple priorities, hands-on as well as strategic. Comfortable working within a small, dynamic team who deliver a diverse portfolio of services → Active commitment to Prince's Trust Australia's values → Ability to demonstrate 'enterprise skills'
Experience:	<ul style="list-style-type: none"> → Experience in managing, delivering and scaling initiatives within the education sector → Successful track record of project management, impact reporting, operational support, risk management, cost control and fidelity to organisational policy and procedure. → Experience managing key external stakeholders for successful project delivery, including community service providers, nonprofit organisations and education institutions. → Experience in 'front line' facilitation and/or teaching in a school setting → Experience in supervising other staff → Experience in providing and promoting impact reporting for key stakeholders
Behavioural Indicators	<ul style="list-style-type: none"> → Delivering Results → Leading by Example → Continuous Improvement → Effective Communication → One Team

CONDITIONS:

The remuneration package is to be negotiated based on experience of the successful candidate. This is a full-time role, on a 38 hour, five day a week basis. Some reasonable additional work may be required outside of regular working hours, for example, for program related travel and participating in events. Continuing employment will be subject to the satisfactory completion of a probationary period of 3 months.

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.