



## THE PRINCE'S TRUST JOB DESCRIPTION

**JOB TITLE:** Contracts Coordinator

**LOCATION:** Belfast

### INTRODUCTION TO THE PRINCE'S TRUST

Youth charity The Prince's Trust helps disadvantaged young people to get their lives on track. It supports 11 to 30 year-olds who are unemployed and those struggling at school and at risk of exclusion. Many of the young people helped by The Trust are in or leaving care, facing issues such as homelessness or mental health problems, or they have been in trouble with the law.

The Trust's programmes give vulnerable young people the practical and financial support needed to stabilise their lives, helping develop self-esteem and skills for work. Three in four young people supported by The Prince's Trust move into work, education or training. The Prince of Wales's charity has helped 825,000 young people since 1976 and supports over 100 more each day.

**Our Vision:** Every young person should have the chance to succeed.

#### Our Values:

- Approachable – we are open minded and value diversity
- Non-judgemental – we focus on the potential not the past
- Inspiring – we lead by example
- Empowering – we enable positive change
- Passionate – we are absolutely committed to supporting young people

### CONTEXT OF THE ROLE:

In the UK, currently there are more than 950,000 young people aged 16-24 who are not in education, employment or training (NEETs). The Trust works with around 55,000 young people across the UK. We support young people through teams of staff, volunteers and delivery partners in three English regions and offices in Scotland, Wales and Northern Ireland. Each of the regions and countries has a Director and in the countries they are supported by Country Advisory Councils, which are made up of non-executive volunteers.

**RESPONSIBLE TO:** Contracts Manager

**RESPONSIBLE FOR:** None

**KEY CONTACTS:**



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Finance Team  
Operations Teams  
Programme Support Team  
Outreach, Assessment & Outcomes Team

**BUDGET:** None

### DETAILED RESPONSIBILITIES:

1. Work alongside the Contracts Executive to ensure that staff are familiar with contract procedures, providing guidance and support where required.
2. Processing and inputting of data accurately and efficiently.
3. Maintaining quality and functionality of data recording systems which allow for the production of accurate reports to meet the auditing requirements of funders.
4. Ensure accurate and up to date records, paper and electronic, as required by The Trust and external funders and in line with data protection guidelines.
5. Ensure accurate recording of performance data across all relevant programmes and requesting corrective action or additional information where necessary.
6. Ensure timely and accurate collection of outcomes evidence in accordance with any agreed funder requirements.
7. Provide ongoing guidance and support to programme delivery teams regarding outcomes queries and advise accordingly, following up on issues when required.
8. Support the Contracts team in the completion of claims in order to meet submission deadlines for funders.
9. Provide support for internal and external funder audits, as and when required.
10. Carry out other duties as may reasonably be required by The Trust, including deputising as appropriate on activities relevant to area of responsibility.

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## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Skills and Knowledge:</b>	<ul style="list-style-type: none"> <li>• Understanding of the challenges young people within The Trust's target groups face</li> <li>• Excellent attention to detail</li> <li>• IT literate with a particular focus on Microsoft Excel</li> <li>• Good planning and organisational skills and the ability to manage multiple priorities and a varied workload</li> <li>• Ability to work both independently and as part of a team, working within crucial deadlines</li> <li>• Good interpersonal, written and verbal communication skills, including the ability to work with a wide range of external and internal stakeholders</li> <li>• Ability to identify data issues within recording systems and the initiative and confidence to seek a resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of CRM systems</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Experience of working within a busy office environment</li> <li>• Experience of building effective relationships with internal personnel and external organisations</li> <li>• Experience of managing own workload</li> <li>• Experience of inputting data efficiently and accurately</li> <li>• Experience of compiling and maintaining data recording systems to be used for reporting purposes</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a European funded organisation</li> <li>• Experience of working within target driven environment</li> </ul>
<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Approachable – will be open minded and value diversity</li> <li>• Non-judgemental – will focus on the potential not the past</li> <li>• Inspiring – will lead by example</li> <li>• Empowering – will enable positive change</li> <li>• Passionate about The Prince's Trust's goals and delivering excellence</li> </ul>	



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*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.*

### EMPLOYMENT DETAILS

**Salary band/grade**

Band 6 £16,900 to £22,550 per annum

**Starting salary**

£16,900 to £17,840