

<b>JOB DESCRIPTION</b>	
<b>Role</b>	<b>Youth Guarantee Programme Lead</b>
<b>Reports to</b>	<b>Senior Employment, Skills &amp; Careers Lead</b>
<b>Direct Reports</b>	<b>None</b>
<b>Directorate</b>	<b>Economy and Growth</b>
<b>Department</b>	<b>Skills and Employment</b>
<b>Pay Grade (Pay Award 25/26 Pending)</b>	<b>14 (£53,895-£59,516)</b>
<p><b><u>Job Purpose</u></b></p> <p>To provide management and leadership to deliver the Youth Guarantee Trailblazer and wider policy across Cambridgeshire &amp; Peterborough. The post holder will ensure that programme delivery meets the agreed profiles, timescales, and budgets approved by the CPCA Skills &amp; Employment Committee, Board and Corporate Plan.</p> <p>The Youth Guarantee aims to support young people in England aged 18-21 by providing access to education, training or employment support. The policy will also strengthen the offer for younger age groups in order to re-engage and support 16- and 17-year-olds who are at risk of or who have already disengaged from sustained participation in education. The post-holder will lead a programme of work that aims to help eligible young people by coordinating existing services, funding and entitlements and offering tailored support to young people who may need it, due to the additional challenges or barriers they may face.</p> <p>The post holder will provide local leadership, partnership work, and shared accountability within the Youth Employment system to reduce the number of young people not in education, employment, or training by providing comprehensive support and opportunities.</p>	
<p><b><u>Key Responsibilities</u></b></p> <ul style="list-style-type: none"> <li>• Providing effective leadership to the Youth Guarantee programme, leading, managing and motivating all partners and stakeholders to achieve the national and regional CPCA objectives and agreed priority outcomes.</li> <li>• Developing and implementing operational frameworks, including Performance Management and Risk Management frameworks, and maintaining an overview of individual project progress, issues, and risks.</li> <li>• Working closely with key stakeholders and public sector partners to ensure that the vision for the CPCA's Youth Guarantee Trailblazer and Skills and Employment Strategy is delivered.</li> <li>• Working with directorates and constituent councils in the progress of the Youth Guarantee.</li> <li>• Develop robust business cases/funding bids that provide the insight needed to make evidence-based decisions.</li> <li>• Manage resources within agreed procedures and budgets, securing appropriate project budgets and ensuring effective financial management controls are in place to provide timely budget monitoring information.</li> </ul>	

- Providing timely and effective communication to all key stakeholders and partners, including developing communications plans to support projects and contribute to the delivery.

## PERSON SPECIFICATION

### Qualifications & Knowledge

All essential unless indicated otherwise

- Educated to degree level (or equivalent experience) or equivalent experience working at a commensurate level.
- To have extensive experience of developing, managing and delivering Corporate and/or Strategic projects and programmes.
- Experience in implementing and embedding risk management frameworks, registers and systems.
- Experience in implementing and embedding internal audit action frameworks and registers.
- To have one or more of the below programme/project management qualifications or equivalent level of experience (Desirable):
  - Managing Successful Programmes Practitioner
  - P3O Practitioner
  - Prince 2
- APM Registered Project Professional.
- Knowledge of Local/Central Government/NHS; Combined Authorities and devolution deals (Essential – knowledge in at least of one of these areas).
- Knowledge of Education, Further Education, Employment and Skills.
- Programme management skills with the ability to design and develop programmes for optimal delivery.
- Line management and team development (Desirable).
- Effective data collection, analysis, management, and reporting.
- Analytical thinking: with the ability to pre-empt issues and solve problems in a logical manner.
- Ability to work, influence, and collaborate with a wide range of stakeholders.
- Able to write reports/proposals/professional briefings and adapt outputs for different audiences.
- Excellent presentation skills: the ability to present complex ideas in a comprehensive but accessible format.
- Well-developed interpersonal and communication skills: able to form effective relationships with a wide range of stakeholders from public and private sectors, senior management

### **Desirable:**

- Experience with MS Office applications
- Knowledge of Department for Education and Department for Work and Pensions bidding processes.

### **Experience**

- All essential unless indicated otherwise:
- Experience working in the skills and employment sector, either through direct delivery or at the policy level. In particular, experience of programmes targeting young people NEET or economic inactivity.
- Extensive experience of leading change projects and wider programmes of work (essential), specifically in a Mayoral Combined Authority setting (desirable).
- Proven experience of managing programmes and delivering them within agreed timescales and budgets.
- Experience of delivering complex programmes.
- Previous experience of managing budgets for complex programmes of work, including budget setting and monitoring.
- Experience of researching best practice and developing solutions that can achieve optimal outcomes for all stakeholders.

### **Desirable:**

- Must understand the background to and aims of Skills Devolution policy and appreciate the implications of this.
- Must understand the relationship between the central governments departments and individual provider and commissioning organisations.
- Experience of interpreting national policy and implementing this through programmes of work.

### **Leadership Behaviours**

- Proven leadership developing and empowering high-performing teams and adapting leadership style for the individual and team to achieve their objectives alongside personal achievement and wellbeing
- Strong proven ability to develop effective working relationships with partners/stakeholders, working in collaboration to lead, influence and achieve outcomes
- Confident communicator, able to present, explain and influence decisions on broad and complex issues with a wide range of partners/stakeholders using appropriate skills including engagement, listening, influencing, shaping, persuading and negotiating
- Able to develop effective working relationships and partnerships and drive consensus respectfully and consistently that builds trust and values the contributions of others
- Well developed strategic and critical thinking combined with sound and timely actions and leadership decisions
- The post-holder is expected to maintain the highest level of confidentiality and discretion at all times during the course of their work.