



EMPLOYMENT ADVISOR (Training Grounds)

RESPONSIBLE TO:	Project Coordinator (Training Grounds)
RESPONSIBLE FOR:	No direct reports
TEAM:	Employment & Skills Team
KEY CONTACTS:	EFL Trust, Club Community Organisations
HOURS & CONTRACT:	Full time; 9 Month Fixed Term Contract
LOCATION:	Percy House

Tottenham Hotspur Foundation (the Foundation) is a registered charity and the community arm of Premier League football club, Tottenham Hotspur. The Club, through the Foundation, seeks to use the power and unique appeal of football to provide opportunities that change lives throughout its local community.

The Foundation is based at the Grade II-listed 18th century Percy House on Tottenham High Road – painstakingly restored by the Club as part of the wider sport-led regeneration of the area. We are driven by a passion for creating positive change in people’s lives within an area of significant socio-economic deprivation, yet where a vibrancy and richness of talent and ambition exists. The Foundation harnesses and builds on this through a range of projects and initiatives to pursue, achieve and sustain desired impacts and outcomes, utilising partnerships within the private, not-for-profit, and public sectors.

The Foundation is seeking an Employment Advisor on our newly developed Training Grounds project, in partnership with the English Football League Trust (EFL Trust) and seven other Club Community Organisations, on a nine month fixed term contract.

JOB PURPOSE

To oversee the Training Grounds project, delivering a series of activities (inc. 1-2-1 employment sessions, group activities, CV building, mock interview practice) and facilitating work experience/ placements) for up to 64 young people aged 16 to 24, from Haringey & Enfield that are not in employment, education or training, to support them into positive outcomes in education, employment (part-time, full-time, work experience and apprenticeships) and confidence building.

KEY RESPONSIBILITIES

- Deliver outreach work across North London, promoting the Employment & Skills programmes within the Spurs heartlands (Haringey and Enfield) and recruit participants onto the Training Grounds project, including local job centers, local authorities, and community partners.
- Manage a caseload of up to 64 participants (age 16 to 24), meeting them in and around the community (Haringey & Enfield), in group and 1-2-1 settings, identifying any challenges and barriers with finding employment and coming up with solutions to support them into work or education.
- Ensure all participants progress on the Training Grounds project is properly recorded using Salesforce which includes onboarding, job starts and progress.
- Conduct employment check-ins with job seekers which includes CV checks & updates, mock interview practice and understanding their career and educational goals and needs.
- Assist jobseekers with applying for various relevant job opportunities and training courses to improve their chances of finding and sustaining employment.
- Design and deliver employability focused group workshops to participants aged 16 to 24.
- Liaise and manage relationships with employers to identify any employment opportunities for the jobseekers including at Tottenham Hotspurs Football Club and external employers.
- Support the delivery of the employability programmes which can include work experience, work placements, career workshops and insight days.
- Take ownership of achieving your jobs objectives and work as part of the wider Employment & Skills team to achieve departmental objectives.
- Capture outcomes and case studies from participants you worked with and record them on Salesforce and internal communication channels.
- Perform all responsibilities in line with legislative guidance and Club/Foundation policy on safeguarding, safer-working and ED&I practices.
- Due to the nature of the industry and the role, some out-of-office hours work would be required from time to time, including evenings and weekends.

PERSON SPECIFICATION

- Thinks ahead, generates innovative ideas.
- Values & respects others, builds relationships, collaborates.
- Gets things done, delivers to highest of standards, takes responsibility.

SKILLS AND EXPERIENCE

ESSENTIAL

- Previous experience of working in an employment advice, mentoring or similar role
- Able to demonstrate coaching/mentoring experience with 16- to 24-year-olds, through previous work or social activities

DESIRABLE

- Teaching qualification or Information, Advice & Guidance Qualification (IAG) or similar qualification
- Able to demonstrate community outreach activity through previous work or social activities
- Experience of working in a customer facing environment (i.e. Customer Services, Hospitality, Social Care, Customer Services, Sales)
- Previous experience working with a variety of stakeholders including young people age 16 to 18 and adults age 18+
- Experience of working in a performance target driven environment
- Willingness to travel around London (e.g. to meet participants/employers)

Safeguarding is fundamental to the success in all that we do. Successful candidates are subject to an enhanced DBS check with children and adult barred list in addition to satisfactory references and a UK Right to Work check as part of safer recruitment procedures.

Tottenham Hotspur Foundation welcomes applications from anyone regardless of age, disability, race, or ethnic and national origins, religion or belief, or sexual orientation.