



YOUTH PARTICIPATION COORDINATOR

RESPONSIBLE TO:	Youth, Employment & Skills Manager
RESPONSIBLE FOR:	Tottenham Futures Delivery Coach
TEAM:	Employment & Skills
KEY CONTACTS:	Stakeholders External partners, internal team members
HOURS:	Full time, 9am to 5pm (potential to work evenings/weekends on some dates depending on delivery)
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 a Youth Participation Coordinator to support our young people from North London, aged 11 to 18 to improve their educational attainment, develop their employability and life skills and expose them to healthy and active lifestyles.

JOB PURPOSE

To co-design, deliver and evaluate our current youth services for ages 11 to 18 and support acquiring funding for new projects. This role will focus on supporting young people across our youth programmes. Our current youth programmes include:

- 1). To Care Is To Do – a mentoring provision for young people (age 8 to 18) in care, delivered in partnership with local authority, that supports them with a safe space to learn and grow through group activities, 1-2-1 mentoring and social trips.

2). Tottenham Futures – an out-of-school hours mentoring provision for young people (age 11 to 16) from disadvantaged backgrounds, delivered in partnership with Mayor of London, that provides a safe space for young people to engage in after school activities including group sessions, 1-2-1 mentoring, upskilling activities, and social trips.

KEY RESPONSIBILITIES

- Engage in outreach work, promoting our youth programmes through in-person and digital methods (public speaking, community site visits, campaigning) in the Spurs heartlands (Haringey, Enfield, Waltham Forest), building relationships with and onboarding young people (11 to 18) youth organisations onto our programmes.
- Support the design and implementation of the Employment and Skills department's career exposure and upskilling strategy, exposing young people to careers, career mentoring, career fairs, training and upskilling, volunteering, and social action.
- Coordinate and deliver our youth programmes, which include To Care Is To Do and Tottenham Futures, and the series of activities that each program entails which include group sessions, 1-2-1 engagement, social trips, upskilling workshops, and more.
- Work with the Youth, Employment and Skills Manager to outline the program objectives, timeline of delivery and budgets for the program, providing regular updates to the Youth Employment and Skills Manager of delivery progress.
- Line manage the Youth Participation team, motivating the team to understand and be able to hit delivery objectives with regular team engagement and 1-2-1 coaching.
- Manage relationships with our delivery partners on our youth programmes, which include Haringey Virtual Schools and the Violence Reduction Unit, overseeing the contract and providing regular updates on progress through site visits, quarterly reports, and 1-2-1 check-ins.
- Build and manage relationships with referral partners to help them understand the program, its outcomes and supporting referrals of participants onto the program.
- Build and manage relationships with delivery partners that can support the delivery of the program including workshops and events.
- 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, weekends, and bank holidays.

PERSON SPECIFICATION

- Thinks ahead, generates innovative ideas.
- Values & respects others, builds relationships, collaborates.
- Gets things done, delivers to highest of standards, takes responsibility.
- Relatable and empathetic, able to build connections with young people (age 11 to 18) about their personal and professional journeys and challenges.
- Self-learner, someone that actively invests into their own personal and professional development through curiosity.

SKILLS AND EXPERIENCE

ESSENTIAL

- Previous experience of working with vulnerable or disadvantaged young people (age 11 to 18), ideally with a local authority, with experience of providing positive outcomes.
- Able to demonstrate teaching/ coaching/mentoring experience in group and 1-2-1 skills through previous work or social activities.
- Able to demonstrate event planning/ project planning experience in previous employments or social activities.
- Able to demonstrate strong experience in safeguarding young people and vulnerable adults.

DESIRABLE

- Able to demonstrate previous experience working on contracts and developing stakeholder relationships.
- Able to demonstrate experience with providing reports and tracking project outcomes.
- 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 child's barred list. Successful candidates are subject to enhanced DBS checks including the child's and adult's barred list checks, 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.