



## PROJECT COORDINATOR (TRAINING GROUNDS)

<b>RESPONSIBLE TO:</b>	Employment and Skills Manager
<b>RESPONSIBLE FOR:</b>	Mentoring Officer
<b>TEAM:</b>	Employment and Skills
<b>KEY CONTACTS:</b>	Stakeholders, external partners, internal team members
<b>HOURS &amp; CONTRACT:</b>	Full Time & 9 Month Fixed Term Contract
<b>LOCATION:</b>	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 18<sup>th</sup> 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 Project Coordinator with experience in the employment/recruitment sector to lead on delivering our newly launched Training Grounds programme (9-12-month post), in partnership with the EFL Trust and 7x other club community organisations, aimed at supporting young people aged 16 to 24 who are not in employment, education or training into positive outcomes (employment, education or social).

### **JOB PURPOSE**

The Project Coordinator will be joining at an exciting time of growth for the Employment and Skills department with the aim of supporting the delivery and evaluation of our newly launched Training Grounds programme. The postholder will lead on community outreach initiatives that aim to recruit 96 or more participants (aged 16 to 24) from Haringey and Enfield over 12 months and support them with life skills geared towards the achieve positive outcomes in education, employment or social attainments conducted through group and 1-2-1 sessions. The Project Coordinator will work closely with the EFL Trust to

capture and record the achievement of outcomes and journey progression of participants on the Training Grounds programme.

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## **KEY RESPONSIBILITIES**

- Work closely with the Employment and Skills Manager and wider employment leadership team to uphold a positive and inspiring attitude towards work standards and delivery of employment outcomes.
- Oversee the Mentoring Officer and their performance, compliance, and day to day activities to drive their performance on their assigned projects as well as supporting them on front line duties.
- Coordinate the outreach and engagement through local job centres, local authorities, and community partners to support recruiting participants onto the programme.
- Coordinate and deliver group and 1-2-1 mentoring sessions to support 96 young people (age 16 to 24) who are not in education, employment, or training into positive outcomes (employment, education and/or social).
- Set-up and coordinate the Tottenham Hotspur Foundation customer service academy, including work placements and industry talks with the Tottenham Hotspur retail and hospitality departments.
- Manage the relationship with the EFL Trust team and other club community organisation's involved in the project (Including Arsenal, QPR, West Ham and others), providing regular updates on the progress of the project.
- Manage and coordinate a case load of participants across the Training Grounds team, ensuring the participants journey on the Training Ground programme is recorded and accurately documented including onboarding, job starts,
- Act as an ambassador for the Training Grounds programme and other employment and skills programmes, promoting them within the Spurs heartlands.
- Support the delivery of the employment and skills offers alongside the wider team, where necessary to ensure the smooth running of the department, including delivering 1-2-1 sessions, group sessions and event planning and delivery.
- Capture project outcomes and case studies from participants and record them on customer management system and other internal communication channels.
- Perform all responsibilities in line with legislative guidance and Club/Foundation policy on safeguarding, safer-working and Equality Diversity & Inclusion 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 and respects others, builds relationships, collaborates.
- Gets things done, delivers to highest of standards, takes responsibility.
- Relatable and empathetic, able to build connections with young adults (age 16 to 24) 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**

- Able to demonstrate experience in providing employment advice, teaching, coaching and/or mentoring skills in group and 1-2-1 settings through previous work or social activities
- Able to demonstrate a track record of working with 16- to 24-year-olds who were not in education, employment, or training to achieve positive outcomes
- Able to demonstrate experience with managing relationships with a variety of stakeholders to achieve a goal
- Experience of working in a target driven environment

### **DESIRABLE**

- Previous experience of delivering on performance driven projects, ideally in the employment/recruitment sectors
- Able to demonstrate some experience with managing a team to deliver an event or project
- Willingness to travel around London (e.g. to meet participants, employers, funders)

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 and additional background checks.

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