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Shoreditch Trust Blue Marble Training Project Coordinator: Job Description and Person Specification

Reports to: Blue Marble Training Project Manager
Salary: £23,000 per annum pro rata
Hours: 21 hours
Contract: Permanent
Probation: Three months
Based at: Shoreditch Trust Office, 12 Orsman Road, London N1 5QJ and Waterhouse Restaurant, 10 Orsman Road, London N1 5QJ
Holiday: 30 days + bank holidays (pro rata)

Shoreditch Trust is seeking to appoint a Blue Marble Training (BMT) Project Coordinator with the necessary skills to support the development of exciting and innovative opportunities for young people across the organisation. Specifically, the successful candidate will support the BMT Project Manager in leading Blue Marble Training, the Trust's award-winning flagship training programme for young people, with the aim of expanding the offer available to them by integrating with Shoreditch Trust programmes and external partners. These opportunities are likely to include volunteering, mentoring, health and wellbeing activities, and training and work placements.

Blue Marble Training is targeted at vulnerable young people (16 to 25) who may also be coping with a range of issues, such as social isolation, poverty, homelessness, violence, insecure immigration status, trauma, poor mental and/or physical health and chaotic lifestyles. Blue Marble Training provides chef training, pastoral support, mentoring and work experience that help ex-offenders, care-leavers and other vulnerable young people who are not working, studying or training to be more independent, develop skills and access opportunities to achieve long-term careers. Key to providing a meaningful setting for the training is Waterhouse Restaurant, established as an enterprise by Shoreditch Trust in 2008, which is open to the public and provides trainees with real industry experience, serving lunch to customers Monday to Friday.

As the BMT Project Coordinator, you will play a vital role in enabling the smooth operational running of Blue Marble Training, acting as a point of contact for trainees outside of the training environment and ensuring that they keep up to schedule on the many aspects of their training journey.

Job Description:

The work plan will be primarily divided into the following priority areas:

- 1) Trainee Support, Engagement and Retention**
- 2) BMT Team Strategic and Developmental Support and Coordination**
- 3) Administration: Monitoring and Data Entry**
- 4) Wider organisational responsibilities**

1. Trainee Support, Engagement and Retention

- Implement trainee plans for each participant, including scheduling activities, researching and following up on supplementary support services, and informing reliable engagement with other Shoreditch Trust programmes
- Process new referrals onto the BMT according to programme procedures
- Liaise with existing and partnerships to establish leads to new cohorts on the programme
- Coordinate and administer the intake of new trainees, ensuring they are fully inducted on the programme and are abreast of the programmes requirements and their responsibilities
- Being on hand to support trainees as and when issues arise in the training spaces.
- Act as a liaison between Waterhouse Restaurant and the office, working across both sites to foster understanding with trainees and clear communication between the programme's operational and training aspects of the programme.

2. BMT Team Strategic and Development Support and Coordination

- Organise team schedules and meetings
- Liaise with, book and organise sessional workers and volunteers as required by the programme
- Maintain and strengthen external resources for project including relevant partnerships, alumni clients and key statutory services and occasionally supporting the Project Manager in maintaining a presence at multi-agency meetings
- Support the Project Manager to develop project strategy and devise implantation plans as necessary

- Support outreach events and activities that help raise the profile of Blue Marble Training as means of increasing referrals, partnerships and coverage
- Coordinate Blue Marble Training volunteers

3. Administration: Monitoring and Data Entry Support

- Coordinate the team to ensure that records are kept up to date for evidencing trainee journeys and engagement for monitoring and reporting purposes
- Support the Project Manager on the day-to-day management of the Blue Marble Training Database, helping to maintain effective recording systems and responding to data entry, recording and reporting deadlines on time
- Compile data and contribute to reports to inform updates to the board, funders and funding bids terminology
- Compile information for trainees' case studies

4. Wider Organisational Responsibilities

- Attend regular training and development opportunities to maintain an up-to-date knowledge of safeguarding, health and safety, risk management and local policy developments
- Adhere to Shoreditch Trust policies and procedures

Job Requirements:

- In order to be responsive to the community and to be able to support Shoreditch Trust activities, you will need to be flexible, working some evenings and weekends. Hours will be agreed on a mutually beneficial basis in line with planned activities

Corporate Responsibilities:

- Demonstrate high levels of professional conduct at all times with particular reference to punctuality, dress, presentation and administration
- Keep customer care as the major priority for service provision
- Ensure the service is promoted efficiently, effectively and in keeping with the aims of Shoreditch Trust.

Safeguarding statement

Shoreditch Trust works with children, vulnerable young people and at-risk adults in a variety of ways and is committed to providing a safe, positive and friendly environment. We have a statutory and moral duty to ensure and promote the welfare of these groups regardless of race, disability, gender, age, sexual orientation, religion and belief, gender reassignment, pregnancy and maternity, marriage and civil partnership.

This policy extends to the treatment of all our service users, partners, volunteers, visitors and employees of Shoreditch Trust. The Trust abides by the legislation in place for safeguarding and takes into account best practice in child and at-risk adult safeguarding.

This role involves working with children and at-risk adults on a daily basis and therefore requires a detailed understanding and informed implementation of the Shoreditch Trust Safeguarding Policy alongside a valid, satisfactory Disclosure and Barring Service check.

This job description is intended as an outline indicator of general areas of activity only. Shoreditch Trust is a small charity and as such all staff are expected to vary their duties as necessary to meet the needs of the organisation.

Person specification

Education and Professional Qualifications

Essential

- GCSE English & Maths or equivalent education, Grade C or above

Desirable

- Emergency First Aid at Work and Fire Warden certificate
- A recent DBS check providing clearance to work with vulnerable adults and children

Experience

Essential

- Working with challenging young people from challenging backgrounds
- Handling confidential client data and using an electronic database (e.g. Excel, Access)
- Experience of youth engagement in an inner city borough

Desirable

- Youth engagement work in Hackney and inner city boroughs in London
- Youth and community work experience, either paid or voluntary – particularly group and 1-2-1 support
- Experience of supporting young people with additional educational support needs
- Experience relating to supporting young people (16-25) with difficult or challenging behaviour

Knowledge, skills and aptitudes

- Confident and capable communicator with good spoken and written English
- Good understanding of the challenges facing young people in Hackney and/or similar inner-London boroughs
- Able to take an innovative and creative approach to problem-solving
- Strong confidence in yourself and in how you engage with young people
- Excellent attention to detail and able to input data with a high level of accuracy
- Strong aptitude for using tools and technology for the purposes of project coordination
- Able to be flexible and adaptable in potentially complex or challenging situations
- Able to work effectively and sensitively with people from diverse cultures and backgrounds
- Able to manage time effectively and independently
- An understanding of mental health
- Excellent team working ethic
- A strong interest in and commitment to the aims and values of Shoreditch Trust