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## **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 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 Blue Marble Training Project Manager in leading Blue Marble Training, the Trust's award-winning flagship training programme for young people. The role aims to expand the offer available to young people by integrating with Shoreditch Trust programmes and external partners with opportunities such as volunteering, mentoring, health and wellbeing activities, and training and work placements.

Blue Marble Training supports vulnerable young people (16 to 25) who may also be coping with 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. Waterhouse Restaurant, a social enterprise run by Shoreditch Trust is key to providing a meaningful setting for the training. The restaurant 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, ensuring that they keep up to schedule on the many aspects of their training journey.

## **Job Description:**

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

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

### **1. 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
- Process and respond promptly to incoming communications (telephone, email, face to face), accurate message taking, copying and distributing information as necessary
- Produce brief trainee reports from collated data for both organisational and external 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
- Track stock of Trainee supplies and equipment and place orders when necessary
- Undertake administrative tasks for BMT meetings, away days and other functions, including preparing documents, booking venues and taking minutes

### **2. Trainee Support, Engagement and Retention**

- Tracking trainee plan and activities, including scheduling, researching and following up on supplementary support services, and informing reliable engagement with other Shoreditch Trust programmes
- Process new referrals onto BMT according to programme procedures
- Liaise with existing partners and 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
- Be on hand to support trainees as and when issues arise in the training spaces

### **3. BMT Team Strategic and Development Support and Coordination**

- Organise team schedules and meetings
- Coordinate sessional workers and volunteers as required by the programme
- Maintain 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 implementation plans as necessary
- Support outreach events and delivery of activities that help raise the profile of Blue Marble Training as means of increasing referrals, partnerships and coverage
- Coordinate Blue Marble Training volunteers

#### **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
- Be present at staff meetings, contributing to BMT updates
- Attend regular coordinator meetings
- 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

- General standard of education to A Level/Level 3 or above

#### Desirable

- A recent DBS check providing clearance to work with vulnerable adults and children

### **Experience**

#### Essential

- Experience of administrative work in an office environment
- Good knowledge of Microsoft products including Word, Excel, PowerPoint and Outlook
- Ability to work flexibly to meet changing needs
- Handling confidential client data and using an electronic database (e.g. Access)
- Supporting managers to meet their deadlines

#### Desirable

- Youth engagement work in Hackney and inner city boroughs in London
- 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
- Excellent attention to detail and able to input data with a high level of accuracy
- Good understanding of the challenges facing young people in Hackney and/or similar Inner-London boroughs
- Ability to produce accurate summaries of meetings, events and conversations
- Able to take an innovative and creative approach to problem-solving
- Strong confidence in yourself and in how you engage with young people
- 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 awareness/understanding of mental health issues and challenges
- Excellent team working ethic
- A strong interest in and commitment to the aims and values of Shoreditch Trust