

Tottenham Hotspur Foundation Volunteer Co-ordinator

Tottenham Hotspur Foundation are recruiting for a Volunteer Co-ordinator for the new Volunteer Project within the Tottenham Hotspur Foundation.

This position is based at the White Hart Lane stadium and is a full-time position, working 37 hours per week and is subject to three years' funding from the PL/PFA Community Fund. The job-holder needs to be flexible and may work irregular hours (ie evenings and weekends) to meet the requirements of the post. Package includes 23 days holiday.

The successful candidate will report to the Disability/Inclusion Manager.

The job holder will have responsibility for all aspects of the new Volunteer Project including setting-up, implementation and on-going management.

The main duties will be:

- ▶ Recruitment, selection and vetting of Volunteers
- ▶ Devise and organise the rolling Induction Training and On-going Training of Volunteers
- ▶ Support and supervision, retention and development of Volunteers
- ▶ Contribute to the development of policy, procedures, practice and service planning
- ▶ Assist with all aspects of fundraising to develop and expand the Volunteer Project

The successful applicant will have responsibility for promoting ethics, safeguarding and the welfare of children – the Club expects all staff to share this commitment.

The normal duties of this position include supervising or managing individuals in their work in positions working with children (under 18s) and vulnerable adults. This is a position of trust and may involve contact with children and vulnerable adults. The position is subject to CRB Disclosure at Enhanced Level, satisfactory references and a six-month probationary period.

Tottenham Hotspur is an equal opportunities employer and welcomes applications from a wide range of candidates and all sections of society.

Closing Date: **Friday, 7 August 2009**

To request an Application Pack, contact James Isaac:

- Email: thfreruitment@tottenhamhotspur.com
- Telephone: 020 8365 5138.