



Job Title:	Premier League Inspires Workshop Facilitator & Mentor (Secondary)
Hours of work:	Sessional – Hours predominately between 8:00 and 16:30
Salary:	Above National Minimum wage (Dependent on qualifications & experience)
Location:	Lions Centre and satellite sites in Southwark and Lewisham
Responsible to:	Millwall Premier League Inspires Officer
Supervises:	11-18 aged young people

Role Summary:

Are you passionate about engaging and inspiring young people to achieve their potential through mentoring, personal development and positive role models?

Millwall Community Trust (MCT) is seeking enthusiastic and reliable Premier League Inspires Workshop Facilitators & Mentors to support the delivery of our Premier League Inspires programme across secondary schools and education settings throughout Lewisham and Southwark.

Working alongside the Premier League Inspires Officer, you will help deliver engaging workshops, small group interventions and targeted mentoring that improve young people's confidence, attendance, behaviour and aspirations. Delivery may take place before school, during the curriculum, at lunchtime or after school, depending on each school's requirements.

This is an excellent opportunity for individuals looking to develop their experience within education, mentoring and youth development, with access to ongoing CPD, mentoring and future progression opportunities within Millwall Community Trust.

Key Responsibilities:

1. School Delivery & Learner Support

- Support delivery of PL Inspires workshops and mentoring across secondary schools.
- Deliver planned intervention sessions as assigned by Premier League Inspires Officer.
- Build positive relationships that improve learner engagement and behaviour.
- Adapt delivery to meet differing learning, behavioural & pastoral needs.
- Report learner progress and support needs promptly to Premier League Inspires Officer.

2. Workshop Delivery, Mentoring & Personal Development

- Co-deliver engaging workshops across personal development, wellbeing and life skills.
- Deliver 1:1 and small group mentoring to overcome learner barriers.
- Adapt workshop and mentoring sessions to support needs of learners, incl SEND/SEMH
- Support learners to set realistic goals, reflect on progress and celebrate achievements
- Support wider activities incl; careers events, social action projects & themed workshops



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3. School & Programme Support

- Work collaboratively with partnered schools to support learner engagement.
- Maintain positive relationships with staff, learners, parents and carers
- Provide feedback regarding learner behaviour, engagement and progress.
- Support wider MCT programmes, events and cross department initiatives

4. Outcomes & Quality

- Support young people to achieve agreed Premier League Inspires outcomes.
- Monitor learner attendance, engagement and progress throughout delivery
- Gather feedback, case studies and impact evidence.
- Deliver high quality sessions meeting MCT and Premier League standards..
- Promote positive progression opportunities across wider MCT programmes.

5. Administration & Compliance

- Complete registers, learner records and mentoring notes accurately within timescales.
- Maintain accurate programme records and funder evidence.
- Monitor attendance and engagement to support learner retention.

6. Safeguarding & Professional Responsibilities

- Ensure safeguarding, GDPR, equality, H&S and MCT policies are adhered at all times.
- Undertake CPD and mandatory training as required by the Trust.
- Ensure all activities are appropriately risk assessed and delivered safely.
- Work collaboratively with colleagues and positively promote MCT and programmes.

7. Additional responsibilities

- Model professional conduct and actively demonstrate MCT core values in your work.
- Act as a positive role model, presenting a professional image of the Trust and its services.
- Develop understanding and commitment to equal opportunities, in workplace & community
- Ensure when involved in any Trust activities that the Safeguarding of learners is prioritised and that safeguarding policies and procedures are being always adhered to.
- Undertake CPD opportunities as deemed appropriate
- Adhere to Trust's policies and procedures attending Trust training/meetings as required
- Contribute to the development of a culture of continuous improvement within the Trust.
- Support all MCT departments on trust initiatives as identified by CEO, SLT & Trustees
- Actively promote the Trust in a positive and professional manner.

The details contained in this job profile, reflect the job content at the date of preparation. Therefore, it is inevitable that over time the nature of this role will change; existing duties may be lost and other duties gained without changing the general nature of duties or level of responsibility entailed.



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Skills Specification

Essential (E)	Desirable (D)
Qualifications	
✓ Maths & English Level 2 (or equivalent). ✓ Safeguarding qualification (or willingness to achieve). ✓ First Aid qualification (or willingness to achieve)	✓ Level 2 Mentoring ✓ Level 2 Information, Advice & Guidance (IAG) ✓ Youth Work qualification. ✓ Behaviour Management or Restorative Practice training. ✓ FA Introduction to Coaching / UEFA C (or equivalent) ✓ Mental Health First Aid (or similar wellbeing).
Knowledge and Experiences	
✓ Experience working positively with young people aged 11-18. ✓ Experience supporting or mentoring young people within education, community, sport or youth settings. ✓ Experience delivering or supporting small group activities, workshops or interventions. ✓ Good IT skills including Microsoft Office. ✓ Experience working effectively within a professional team	✓ Experience working within secondary schools, Alternative Provision or other educational settings. ✓ Experience supporting learners with SEND/SEMH needs ✓ Experience working with vulnerable, disengaged or marginalised young people. ✓ Experience delivering personal development, mentoring or employability programmes. ✓ Experience working alongside teachers, pastoral teams or external agencies.
Skills and abilities	
✓ Excellent interpersonal & communication skills (oral & written) ✓ Ability to build positive relationships with young people from diverse backgrounds. ✓ Ability to motivate, inspire & positively influence young people. ✓ Ability to deliver engaging small group workshops and mentoring sessions. ✓ Strong organisation and time management skills. ✓ Reliable, proactive and able to work independently ✓ Ability to adapt delivery to meet differing needs and behaviours. ✓ Flexible approach to working hours to meet programme and school requirements	✓ Ability to confidently facilitate workshops or assemblies. ✓ Ability to positively manage challenging behaviour using restorative approaches. ✓ Ability to build trust and rapport with harder to engage young people. ✓ Ability to contribute ideas and resources to enhance programme delivery. ✓ Understanding of trauma informed or inclusive approaches to working with young people.
Personal Qualities	
✓ Passionate supporting young people to achieve their potential ✓ Professional, reliable and trustworthy. ✓ Positive, approachable and resilient. ✓ Adaptable, enthusiastic and willing to learn and develop. ✓ A professional yet relatable role model for young people. ✓ Committed to safeguarding, equality, diversity & inclusion. ✓ Takes pride in delivering high quality work and representing MCT professionally	✓ Passionate about giving back to local communities and improving opportunities for young people. ✓ Understanding of the barriers faced by disadvantaged, vulnerable or marginalised young people. ✓ Desire to support young people with SEND and additional needs to achieve positive outcomes. ✓ Committed to continuous professional development ✓ Able to draw upon personal or professional experiences to positively inspire young people.
Other	
✓ Understanding of and commitment to H&S, equal opportunities and GDPR data protection policies and procedures. (E) ✓ Understand importance of and deliver best practice when working with hard-to-reach young people. (E) ✓ Commitment to complete all required CPD qualification/training set or similar funded qualifications. (E) ✓ Flexibility is required from post-holder to work effectively in a changing environment. (E)	



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To Apply: To comply with safer recruitment procedures for the Club we are unable to accept CV's without an application form accompanied.

Please ensure that you complete our standard application form (which is available via a link on our website). If you do require assistance in any part of the application process, please contact us via recruit@millwallfc.co.uk

Application Form Link: www.millwallfc.co.uk/club-information/work-for-the-lions/application-form

All applications need to be sent to recruit@millwallfc.co.uk

Due to the quantity of applicants expected, only those short-listed will be notified.

Closing date for applications: Friday 14th August 2026

Interview Date: Tuesday 18th August 2026

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably requested.

Millwall Community Trust are fully committed to equality, diversity, inclusion, and anti-discrimination. We will work to address areas of under-representation and disadvantage in all aspects of our operations, activities, and services. In practice, this means that we will respect the needs of each and every individual regardless of their differences; and to this end we will deliver our operations, activities and services in such a way so as to ensure that no one is excluded.

Please note that the appointment of the successful candidate will be subject to standard preemployment screening, as applicable to the post. This will include right-to-work, proof of identity, Disclosure and Barring Service (DBS), and references.

Please note that any personal data submitted to the charity as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. The charity's Policy on Data Protection is available on request.

Entry into employment with the charity and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Millwall Community Trust is committed to safeguarding children and adults at risk. The successful candidate may be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS



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process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information given.'

Safeguarding Policy Statement

Because of the nature of the work undertaken by Millwall Community Trust (MCT), it is required by law to have in place robust safeguarding policies and procedures to ensure the protection of children, young people and adults at risk. To ensure that MCT meets that duty - and as part of a proactive, integrated and consistent approach to safeguarding - the organisation has developed a Safeguarding Handbook.

What is safeguarding?

Safeguarding is the action that is taken to promote the welfare of children, young people and adults at risk and protect them from harm. Safeguarding means protecting people from abuse, maltreatment, neglect, harm and/or exploitation. Through MCT setting up and following good safeguarding policies and procedures, it means that children, young people and adults at risk - that come into contact with our organisation - are protected from those that might pose a risk. All organisations that work with (or come into contact with) children, young people and adults at risk are required to have safeguarding policies and procedures to ensure that everyone - regardless of their age, gender, religion or ethnicity - can be protected from harm.

MCT's Safeguarding Ethos

MCT will always seek to provide protection to any person that receives our services. To this end MCT will provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a person may be experiencing, or be at risk of, harm. MCT believes that no one should ever experience abuse of any kind. MCT have a responsibility to promote the welfare of all children, young people and adults at risk to keep them safe. MCT are committed to work in a way that protects them. This **Safeguarding Policy Statement** applies to everyone that comes into contact with MCT - including as applicable - the Board of Directors & Executive Team, Senior Managers, Staff, Agency Staff, Contractors, Suppliers, Volunteers, Students on work experience, as well as anyone else working on behalf of MCT. This policy also applies to any other person that engages with the work of MCT and includes parents, carers, families and other visitors to MCT premises.

Safeguarding at MCT

MCT places the safeguarding of children, young people and adults at risk as its prime focus and has developed full safeguarding policies and procedures. To underpin the approach, MCT ensures all of its management team, staff members and volunteers have been fully trained in safeguarding to enable the organisation to live and breathe its approach. **In developing MCT's safeguarding policies and procedures, the organisation has adopted the following three-part safeguarding strategy which focuses on:**

1. Getting the right people involved with MCT

This is achieved through adherence to MCT's Safer Recruitment Policies and Procedures.

2. Creating a safe environment for children, young people & adults at risk

This is achieved by providing all required safeguarding training, support and best practice advice; and further guidance by the effective communication of MCT's Codes of Conduct.

3. Promoting clear systems to deal with any safeguarding concerns

This is achieved through implementation of all MCT's policies and procedures relating to safeguarding.

A full copy of MCT's Safeguarding Handbook is available by speaking with (or contacting) the MCT person responsible for safeguarding.



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