UNION CHAPEL

TRAINING AND DATA CO-ORDINATOR

MARGINS - APPLICATION PACK 2026



Union Chapel - inspiring space, inspiring lives

Union Chapel is a unique multi award-winning performing arts venue, with a global reputation for international cultural events engaging diverse audiences. For over 30 years events have been our lifeblood and income, annually engaging 100,000+ visitors through 250 events, named by Time Out as London's Top Music Venue (2026).

"There's something about coming to Union Chapel. There's just something that's kind of left in the walls. You feel it. There's so much life in every corner. All of that seeps in, and it helps you to give your story" (Celeste)

Union Chapel is more than a venue. A Grade I listed Gothic architectural jewel, it is also home to charities tackling homelessness, championing social justice, empowering local communities with creative groups, training and employability programmes for local communities. It is also the home to a working, progressive and inclusive church.

Profits from events substantially support our vital charitable work with local communities and we are a model of good practice for community engagement. As an example, the Hospitality provided at our events directly supports our Margins charity and supported employment programme for people with experience of homelessness.

Job Title	Training and Data Co-Ordinator
Employer	Margins CIC, part of Union Chapel Project
Salary	£35,000 per annum for full time role, pro rota for part-time role
Contract Type	Fixed term contract for three-years (with the hope that this would be extended)
Hours	**Full time or Part time** We will consider applications from candidates who wish to do one strand of the role only. We are happy to consider job share applications, from people applying together or on their own, including job shares where each person takes on a different strand of the role.
Annual Leave	23 Days Annual leave + Bank Holidays and Christmas Leave (pro rata for part-time working)
Reports to	Head of Margins. You will work closely with the Head Chef/Lead Trainer on delivery of the Supported Employment Programme.
Who you will work with	Adults (18 and over) using Margins services, including people with care and support needs (within the meaning of the Care Act 2014). You will work closely with the trainees who access the Supported Employment Programme.
Location	Union Chapel, Islington, with occasional visits to partner agencies and referral partners across Islington.

MARGINS

The Margins Project, based at Union Chapel in Islington, is a frontline charity supporting people experiencing homelessness and other critical living crises. Through three interconnected programmes, Margins provides immediate, interim and longer-term support to improve the lives and living conditions of its guests.

Margins core programmes:

- Lunch Service – providing hot meals to around 90 people twice a week.
- Support Services – drop-in support including advice on housing and benefits, alongside laundry and shower facilities.
- Supported Employment Programme – primarily delivered through the café training programme.

PURPOSE OF THE ROLE

This role coordinates referrals, participation, pastoral support, and progression for trainees on Margins Supported Employment Programme (SEP). It also leads the accurate and timely collection, quality assurance, analysis and reporting of data across all Margins services, so that we can show our impact, meet funder requirements and improve our services.

The two halves of the role connect: running the SEP well depends on good referral, progression and outcomes data, and the same data skills support consistent evidence and reporting across Margins.

STRAND 1	STRAND 2
Supported Employment Programme Coordinate referrals, trial periods, mentoring, pastoral support and progression for trainees across three cohorts a year.	Data quality and reporting Lead the collection, checking, analysis and reporting of data across the drop-in, advice and engagement service, and the SEP.

KEY DUTIES & ACCOUNTABILITIES

1. Supported Employment Programme coordination

- Oversee the SEP's referral, recruitment and evaluation processes, working with partner agencies (such as St Giles, Hillside Club House, Islington Council and Connections) to assess candidates' readiness for the programme.
- Coordinate the two-week trial period for referred candidates and support shortlisting decisions ahead of each of the three cohorts run each year.
- Provide mentoring, pastoral support and progression follow-up for trainees, supporting the Head Chef/Lead Trainer to deliver the programme. Support should be accessible, trauma-informed and strengths-based, and reflect each trainee's choices, readiness and circumstances within appropriate professional boundaries. This will include one-to one sessions with trainees.
- Support trainees' post-training assessments and exit interviews and help place graduates with Margins' network of local business and social enterprise partners.
- Keep in structured contact with graduates after they finish, including the 3-month and 6-month follow-up meetings, and track destinations (employment, further training, volunteering).
- Identify and explore the possibility of new strands of supported training within the wider Union Chapel organisation, for example sound engineering, property maintenance, and social media and marketing.

2. Data quality, analysis and reporting (across all Margins services)

- Lead the collection, quality-checking and analysis of monitoring data across the drop-in, advice and engagement service, and the SEP.
- Maintain and improve use of Margins' CRM/impact measurement system, so that records are accurate, complete and entered on time by staff and volunteers.
- Identify data quality issues and work with staff and volunteers to resolve them, including through targeted training.
- Analyse trends in referrals, engagement, participation, progression and outcomes, using data and client feedback to identify barriers to delivery and recommend improvements.
- Support pre- and post-intervention assessments, case studies and the use of standardised tools (such as the Warwick–Edinburgh Mental Wellbeing Scale and the GLA's Social Integration Measurement Toolkit).
- Produce regular, accurate reports for the Head of Margins, funders, commissioners and the Board of Trustees, tracking progress against output and outcome targets, making sure reported outcomes are backed by evidence and deadlines are met.

3. Safeguarding, risk and compliance

- Follow Margins' safeguarding policies and procedures at all times, and identify, record and escalate safeguarding concerns, risks and incidents promptly to the designated safeguarding lead.
- Contribute to risk assessments relating to trainees, activities, placements, volunteers and external partners.
- Comply with Margins' policies on confidentiality, GDPR and data protection, information sharing, lone working, and health and safety.

4. General

- Work flexibly across both strands of the role. SEP work peaks around each cohort's referral, trial, enrolment and exit points (three times a year), so plan organisation-wide data work around these.
- Undertake any other duties reasonably required by the Head of Margins, in line with the level of the role.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience		
At least 2–3 years' experience in frontline homelessness, advice, employment support, data or a related field, including direct work with people facing homelessness, multiple disadvantage or significant barriers to progression.	✓	
Experience of supporting or coordinating a structured training, mentoring or employment-support programme, including referrals, progression tracking and working with partner organisations.	✓	

Criteria	Essential	Desirable
Experience of collecting, checking and analysing monitoring or outcomes data, and reporting against agreed targets and deadlines.	✓	
Experience of safeguarding, risk management and working with people with complex needs.	✓	
Experience of supporting funder monitoring or grant reporting, ideally for a statutory funder.		✓
Experience of accredited learning, vocational qualifications or employer engagement.		✓
Experience of managing volunteers or peer mentors.		✓
Skills and knowledge		
Confident user of a CRM or case-management system (such as Inform or Salesforce), with a good working knowledge of Excel or equivalent.	✓	
Excellent written communication: able to turn data and evidence into clear, accurate reports for funders, trustees and partners.	✓	
Able to communicate effectively with clients, colleagues, funders and partners.	✓	
Well organised: able to plan and prioritise a varied workload across two distinct areas, including planning around peaks in SEP activity.	✓	
Able to spot data quality problems and gaps in practice, and put practical improvements in place.	✓	
Knowledge of safeguarding, data protection, professional boundaries, confidentiality and information sharing.	✓	
Familiarity with impact measurement frameworks or tools.	✓	
Values and lived experience		
Commitment to Margins' strengths-based, person-centred, trauma-informed and inclusive approach, and to working with people who have experienced homelessness, migration, addiction or the criminal justice system.	✓	

Other requirements

- An Enhanced (without adults' barred list) DBS check will be required. We apply for this only after a conditional offer, and a criminal record will not automatically prevent appointment.
- Willingness to complete Margins' mandatory safeguarding adults training and other core training (health and safety, data protection, access and inclusion).

How to apply

Please apply with your CV and a supporting statement of no more than two pages, use your application to show how you meet the essential criteria and why you want to work for The Margins Project to Bernadette@unionchapel.org.uk with "Margins Training and Data Co-Ordinator" in the subject line. You will also need to complete our equality and diversity monitoring form, as set out below

Closing date: Monday 7th December at 10am

Equality and Diversity

We want our staff team to reflect the people and communities we work with. We welcome applications from everyone, and particularly encourage applications from Black, Asian and minority ethnic candidates, disabled candidates, and people with lived experience of homelessness, addiction, the criminal justice system or migration.

Please complete our equality and diversity monitoring form, available at recruitment@unionchapel.org.uk. It will be treated in confidence and will not be seen by the staff directly involved in the appointment.



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