



Job Description

Post Title

Huddersfield Town Foundation Chief Executive Officer

Department/Location

Huddersfield Town Foundation

Reports to

Chair of the Board of Trustees/Club CEO

Responsible for

The post holder will act as line manager for all members of the Foundation Senior Leadership Team

Purpose of the Role

The Huddersfield Town Foundation's aim is to help improve the quality of life for young people and adults across Huddersfield and the West Yorkshire area by delivering projects with a focus on Health, Inclusion, Education and Sport. As the Foundation CEO, the post holder will have strategic and operational responsibility for all functions, and the continued growth of the Foundation by providing inspirational leadership to the team and accountability to the Trustees.

Functional Links

Internal: Club CEO
Board of Trustees
Directors
Heads of Department
All staff

External: The Premier League
English Football League
Kirklees College
Kirklees Council
Kirklees Active Leisure
West Riding County FA
The Professional Footballers' Association
Other strategic partners

Critical Success Factors

- Continued growth of the Foundation and associated activities.



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Twitter: [@htafcdotcom](https://twitter.com/htafcdotcom) / Facebook: [htafcdotcom](https://www.facebook.com/htafcdotcom) / Company Number: 1771361

- Evidence of effective partnerships with external organisations that widen the scope of the activities available to young people and adults in Huddersfield and across West Yorkshire.
- Evidence of maximising funding opportunities and of using funding to optimum benefit for the communities we serve.

Role Specific Responsibilities

The post holder is required to:

- Provide strategic leadership and direction in relation to all Foundation activities.
- Develop and manage the Foundation's finances and budgets across all projects.
- Develop and implement a business plan for the Foundation to grow the projects and scope of the Foundation.
- Ensure that the Foundation meets all requirements for future funding from the Premier League, Football League and external funders.
- Develop and manage Foundation employees, including defining roles and responsibilities, developing and mentoring team members, contributing to staff recruitment where required, and measuring performance to deliver the Foundation's and their personal objectives.
- Ensure systems are in place to monitor the Foundation's performance in all its activities and ensure the Trustees of the Foundation are kept informed of activities via regular meetings, or other forms of communication.
- Enhance the Foundation's profile internally and externally by working with the Club's Communications team to create and implement a strategy for growth.
- Demonstrate a commitment to promoting equality and celebrating diversity across the Foundation staff, volunteers, participants and partners, and in all aspects of the role.
- Forge and maintain strong partnerships with external bodies including the Premier League, Football League, the Premier League Charitable Fund, the UK Charities Commission, local authority, Club partners and other appropriate agencies.
- Work in collaboration with all areas of the Club's business, proactively forging relationships, particularly with Heads of Departments.
- Represent the Foundation at any Premier League/Football League meetings and respond promptly to all reporting requests from the Premier League Charitable Fund and Football League in relation to funded programmes.



- Undertake any other duties as may be required from time to time, at the request of the Board of Trustees and/or the Club CEO, in the interests of the Foundation and/or the interests of the Club.

Behaviour/Conduct

The post holder is required to:

- Demonstrate commercial astuteness and a business focus without compromising the values of the Club and Foundation and their commitment to our community.
- Demonstrate a genuine desire to inspire, lead, motivate and develop staff to deliver the Foundation's aims.
- Thrive on a collaborative approach to work, influencing in all directions and maintaining the enthusiasm and motivation of staff within the Foundation.
- Be skilled and versatile in communication and relationship-building.
- Be flexible in hours of work.
- Be trustworthy and adhere to the Club's Code of Conduct and Ethics.
- Adhere to protocol and respect confidentiality in all matters.
- Adhere to protocol and respect confidentiality in all matters, also protecting any data relating to the area of work in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2018.
- Consistently demonstrate high standards of behaviour and appearance and encourage the same from others.
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Be respectful of others at all times and to behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

Additional Information

Safeguarding:

Huddersfield Town Association Football Club (HTAFC) Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is anticipated that the role of Huddersfield Town Foundation Chief Executive Officer may involve the supervision of and work with children and young people or vulnerable adults; therefore, the post holder will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA.



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As such, this post is exempt from the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

The post holder will also be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.

Equality, Diversity and Inclusion

HTAFC is a diverse Club that respects all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and to be able to achieve their full potential. HTAFC has a zero-tolerance approach to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate. All employees are required to share this commitment to equality, diversity and inclusion.

Accepted by:

Name (Printed)

Name (Signed)

Date

