

## JOB DESCRIPTION

<b>Job title</b>	Head of Health	<b>Organisation</b>	Huddersfield Town Foundation
<b>Position and reporting line</b>	Head of Foundation	<b>No of direct reports</b>	Not currently applicable but approximately two in time.
<b>Contract Type</b>	Fixed Term – 18 months (with a view to extending)	<b>Salary</b>	£28,000 - 30,000 per annum
<b>Closing date</b>	Friday 17 August, 17:00	<b>Interview date</b>	W/C 27 August 2018
<b>How to apply</b>	Please send your most recent CV along with a covering letter explaining how you meet the job specification to <a href="mailto:recruitment@htaFOUNDATION.com">recruitment@htaFOUNDATION.com</a>	<b>Hours of Work</b>	A standard working week of 37 hours. You may be required to work outside of normal office hours, at evenings, weekends and match days as required.
<b>Purpose of role</b>	<p>To manage and oversee Health projects of the Foundation and Club by working with the Foundation's management team; staff; partner staff; children; young people and families to implement and deliver a health and wellbeing strategy.</p> <p>Working alongside the Head of the Foundation, the Head of Health will be responsible for the coordination and implementation of the Health programme.</p> <p>This includes: overseeing partnership agreements; working effectively with key partners; and keeping the projects on schedule, under budget and gaining maximum exposure through effective dissemination of the project's impact.</p> <p>The successful candidate will play a powerful and influential role in many peoples' lives by promoting the Foundation and its values and promoting the benefits of health and wellbeing within the community.</p> <p>Other duties and responsibilities may supplement the above as required.</p>		
<b>Key relationships</b>	<p><i>Internal</i></p> <p>Head of Foundation; Foundation Heads of Department; Trustees; Club Directors; CEO; Locala's Director of Operations; Locala's Deputy Directors of Operations; Locala's Business Development Manager; Locala's Head of Engagement and Communications; and Locala's Operational Colleagues.</p> <p><i>External</i></p> <p>Thriving Kirklees; Kirklees Integrated Sexual Health Service; Care Closer to Home Service; Kirklees Community Hubs; Kirklees Council; Third Sector Leaders; KAL; Everybody Active</p>		

	<p>Board; Kirklees Active Schools; The Premier League; The English Football League; West Riding County FA and others to be determined.</p>
<p><b>Overview</b></p>	<p>To drive and deliver the Health strategy for the Foundation and demonstrate the ‘One Club One Community’ ethos of the Huddersfield Town Foundation and Locala. This role will be a fixed-term 18 month contract.</p> <p>The Foundation is a growing, vibrant organisation with a strong team ethic in place. The successful candidate must be a strong team player, have the ability to think outside of the box, and be adaptable and flexible.</p>

<p><b>Key Tasks</b></p>	<p>The Head of Health will be expected to:</p> <ul style="list-style-type: none"> <li>- Successfully deliver Health strategy for the Huddersfield Town Foundation</li> <li>- Deliver projects in priority areas, namely:             <ol style="list-style-type: none"> <li>1) <i>Sexual health promotion with young people and adults</i> Improve, protect and promote the sexual health and wellbeing</li> <li>2) <i>Increase self-care and maximise independence</i> Help patients, carers and local communities have the confidence to take control of their health, making them more resilient and independent, and preventing further ill-health</li> <li>3) <i>Improve the emotional health and Wellbeing of children and young People</i> Help children and young people in Kirklees be confident and positive and able to cope with the ups and downs of life.</li> </ol> </li> <li>- In partnership with Locala, develop clear outcomes and KPI's for priority projects</li> <li>- Report quarterly to the steering group for the post, inclusive of the Huddersfield Town Foundation, Locala and the local authority.</li> <li>- Develop relationships with key organisations in Kirklees and beyond in order seek funding opportunities to enhance the Health work of the Foundation / Locala</li> <li>- Ensure monitoring and evaluations of all Health projects is on track and up to date</li> <li>- Work with the EFL Trust and Premier League and research opportunities around Health including the NCS Innovation Fund and Kicks</li> <li>- Work with the Head of Foundation to support the budget for the Health programmes, ensuring spend is correctly planned and on track.</li> <li>- Maintain Service Level Agreements with external providers.</li> <li>- Manage the delivery of all event focused aspects of the 'One Club One Community' ethos.</li> <li>- Work with senior colleagues to develop and maintain partnerships with key media colleagues to promote the Health programme throughout a range of mainstream and diverse print, online and broadcast media.</li> <li>- Plan campaign goals for social media output and co-ordinate activity with the relevant team(s).</li> <li>- Produce reports and presentations showing evaluation of project outcomes and outputs for the public and funding partners, including Locala.</li> <li>- Deliver information to be used as case study evidence for all Health programmes.</li> </ul>
-------------------------	--

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>- Ensure thorough and complete analysis is provided, both in advance of events and post events to ensure delivery against relevant targets.</li><li>- Develop pertinent project plans and communication schedules around project outcomes to ensure objectives are continually met and exceeded.</li><li>- Work closely with the Head of Foundation to develop new areas of delivery.</li><li>- Work with delivery staff to ensure they are up to date on project targets and have a thorough knowledge of the projects.</li><li>- Perform other duties as reasonably assigned or under the authority of the Senior Leadership Team, Club or Trustees.</li><li>- Work during first team home matches as and when required.</li><li>- Carry out any other duties as and when required by the Head of Foundation; Senior Leadership Team; Foundation / Club; and Locala.</li></ul> |
|--|--|

<b>Person Specification</b>	<p><b><u>Qualifications</u></b></p> <ul style="list-style-type: none"> <li>- Relevant degree level qualification or equivalent experience</li> <li>- Safeguarding qualifications</li> <li>- First aid training qualifications</li> <li>- Five GCSEs at grade C or above</li> </ul> <p><b><u>Experience</u></b></p> <ul style="list-style-type: none"> <li>- Health sector experience</li> <li>- Experience in priority project areas</li> <li>- Designing and developing schemes of work to a high standard</li> <li>- Project management</li> <li>- Working with local community groups, external providers and funders</li> <li>- Organising groups based on development plans</li> <li>- Monitoring and evaluation of programmes</li> <li>- Conducting staff training and development</li> <li>- Maintaining budgets</li> <li>- Achieving set targets and outputs</li> </ul> <p><b><u>Additional</u></b></p> <ul style="list-style-type: none"> <li>- A full and clean driving licence and use of a vehicle and / or the ability to independently travel across Kirklees.</li> </ul> <p><b><u>Skills &amp; Abilities</u></b></p> <p><i>Essential:</i></p> <ul style="list-style-type: none"> <li>- Excellent verbal and written communication skills</li> <li>- An ability to think clearly, creatively and imaginatively</li> <li>- A positive attitude and strong focus on teamwork</li> <li>- A proven ability to engage with a range of stakeholders and external partners to facilitate and promote the Foundation throughout Kirklees</li> <li>- An ability to effectively introduce individuals and organisations from underrepresented groups to the work at the Foundation and the Club.</li> <li>- To provide inspirational leadership and guidance to team members and volunteers</li> <li>- Encourage and promote the values of the Huddersfield Town Foundation, and to comply with the required standards of conduct and promote the Foundation with the community and beyond by acting with integrity and honesty</li> <li>- To ensure that all work is completed on a priority basis to meet a high degree of professionalism, quality and craftsmanship</li> <li>- Focused on achievement, targets and continuous improvement</li> <li>- To possess a high degree of flexibility and confidentiality</li> <li>- Capable of presenting information both written and orally</li> <li>- Have skill to plan and organise information</li> <li>- Have a working knowledge of equality legislation</li> <li>- An ability to work under pressure and to tight deadlines</li> <li>- An ability to work on own initiative</li> <li>- Competent IT skills</li> </ul> <p><i>Desirable:</i></p>
-----------------------------	---

- Experience of working in the charitable or non-profit sector
- Previous experience working at a football club trust / foundation

**Personal Qualities**

*Essential:*

- A passion for community and making a difference
- Highly motivated and conscientious with a determination to succeed
- An ability to enthuse and motivate stakeholders through their own passion for the community
- A commitment to the vision, mission and values of the Huddersfield Town Foundation
- Adaptability to change and embrace innovation and creativity
- Approachable, committed, organised and resourceful
- Good judgement and knowing when to seek advice or support
- Creative in problem solving situations together with a willingness to take on or try new approaches and ideas. A positive, 'can do' attitude and flexible approach
- Enthusiasm, energy and resilience
- Flexible, helpful and responsive
- Excellent networking skills
- A commitment to equality and diversity; equal opportunities; non-discrimination and accessibility

*Desirable:*

- A positive attitude towards professional development and learning

**Additional Comments**

The successful candidate:

- Must undertake a full DBS check
- Must keep up to date with new methods and undertake any necessary internal or external training in accordance with company procedure / policies.
- Has a statutory duty to observe all health and safety rules and take all reasonable care to promote the health and safety at work of themselves and their fellow employees. The job holder must report any health and safety issues immediately to their line manager in writing.
- Will be required to demonstrate positive attitudes and values towards others and work in a non-discriminatory way
- Must promote and adhere to the Foundation's equality and diversity policy and to work consistently to embed equality and diversity within the club

Huddersfield Town Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If this role involves the supervision of and work with children and young people or vulnerable adults, you will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance for work in football by the FA. As such, this post is exempt for the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

Huddersfield Town is a diverse club that respects all characteristics under the equality act 2010, and any personal circumstance therefore we welcome all applications. We want everyone to feel valued and included within the club to achieve their full potential. Huddersfield Town 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.