



HUDDERSFIELD TOWN FOUNDATION

The Club's Official Charity

APPLICATION PACK

HEAD OF PROGRAMMES

WELCOME TO THE HUDDERSFIELD TOWN FOUNDATION

Thank you for your interest in becoming the Head of Programmes for the Huddersfield Town Foundation.

It is an incredible time to be joining the Charity as we continue in our work to tackle the consequences of inequality, providing positive opportunities and support to the community of Kirklees. Having launched our new strategy in January 2022, the Foundation now has a clear direction.

For 10 years as the official charity of Huddersfield Town Football Club the Foundation has been inspiring people, creating opportunities, and working with other local organisations to deliver a variety of projects across Kirklees. We've done a lot and there is more to do! We always work to create a new chapter in our story.

We are rooted in our community. The unique needs of Kirklees are part of how we define our purpose, along with our passion for football and support, our distinct set of knowledge and skills, and the resources we can access to make it all happen. The Huddersfield Town Foundation can't meet all the challenges that face our community but there are issues where we strongly believe we can make a difference.

We are happy to answer any questions that you may have, and we look forward to receiving an application from you.



Siobhan Atkinson
Chief Executive Officer

OUR PURPOSE

We are rooted in our community and the unique needs of Kirklees are part of how we define our purpose, along with our passion for football and support, our distinct set of knowledge and skills, and the resources we can access to make it all happen.

OUR MISSION

To tackle the consequences of inequality by working to provide positive opportunities and support to the community of Kirklees.

OUR VISION

To create lifelong opportunities for people in Kirklees to feel safe, healthy, and included as part of a community.

MAKING AN IMPACT

Where we believe we can make the most impact in Kirklees:

- Movement & Activity.
- Safe Spaces & Places.
- Learning & Education.
- Health & Healthy Behaviours.

WHO WE ARE

The Huddersfield Town Foundation is a Club Community Organisation (CCO). There are over 92 in England, each one connected to a professional football club. Clubs and their CCOs are perfectly placed to help the community around them and successfully engage with groups that other programmes fail to reach.

OUR CULTURE

Our culture is our character and personality. We are:

- Collaborative.
- Open and brave.
- Imaginative and inspiring.
- Consistent and determined.
- Caring and respectful.

APPLICATION PROCESS

Please find below details of the application process and further information to assist you in its completion.

To apply you should submit a completed application form to:
recruitment@htafcfoundation.com

- An application form can be requested from the email address above or downloaded from the Careers section of the Club's website:
www.htafc.com/club/careers/

Closing date

Monday 13th November 2023 at midday.

The selection event is likely to take place in the week commencing 28th November 2023.

All applicants will be notified of the outcome of their application. The volume of applications received prevents us from giving feedback to applicants who are not short listed to attend for interview.

Should you wish to have an informal discussion about the role please contact:

Kat Clarke, Chief Operating Officer, on 07341 127 420
Kat.Clarke@htafcfoundation.com

Assessment

Applications are assessed against the 'essential' and 'desirable' criteria for the role, as set out on the person specification. Please ensure, therefore, that your application fully reflects how you meet these criteria.

The Huddersfield Town Foundation welcomes applications from all sections of the community.

We are committed to the redress of any inequalities by taking positive action where appropriate.

We are a Disability Confident Leader and welcome applications from disabled candidates. We are also seeking to diversify our workforce, particularly by gender and ethnicity.

We will apply for references for the successful candidate following the selection process.

BENEFITS

The Foundation offers an excellent range of benefits, and these are under constant review to ensure that we support staff in a range of areas.

- 25 days annual leave plus 8 bank/public holidays.
- Two discretionary, non-contractual days on completion of probation - birthday and a festive preparation day.
- Flexible working depending on the requirements of the role (and subject to request by application).
- Company pension scheme (commences on successful completion of probation).
- Support for health and wellbeing, including access to occupational health support and confidential counselling.
- Death in Service cover (4 x annual salary).
- Performance reviews and associated objectives.
- Annual salary reviews.
- Training and development opportunities.
- Staff social activities.
- Equipment such as laptop, mobile phone, and branded clothing.
- Access to tickets to home HTAFC league fixtures and discount in the Club shop.
- Free car parking and tea and coffee in the offices.
- Inclusive and welcoming environment – equality, diversity, and inclusion priorities are aligned with the Club's 'Terriers Together Equality, Diversity, and Inclusion Strategy' and are embedded throughout the organisation.

HEAD OF PROGRAMMES

REPORTS TO: Chief Operating Officer.

SALARY: £33,500 to £38,000 per annum depending on experience and skills.

WORKING PATTERN: Full time, 37.5 hours per week.

DEPARTMENT/LOCATION: The Huddersfield Town Foundation, Leeds Road Sports Complex.

RESPONSIBLE FOR:

Senior Education Manager
Senior Youth Engagement Manager
Senior Health and Wellbeing Manager
Active Through Football Programme Manager

FURTHER DETAILS: (Fixed term to August 2025 in the first instance, subject to extension if funding secured).

We are aiming to appoint a Head of Programmes who will be responsible for the strategic development of the Foundation's charitable delivery programmes, which are currently in the areas of Education, Youth Engagement, and Health. The post holder will manage and oversee the delivery and development of our existing programmes, as well as the associated staff. The post holder will be a key part of the Foundation's Senior Leadership Team and required to work with a range of partners across the public, private, and voluntary sectors to further enhance our range of activities, as well as creating new initiatives that meet local priorities that have strong impact and outcomes.

We are looking for someone with senior management experience, ideally from the sports sector, to fulfil this role. The successful candidate will be a supportive and motivational leader and manager who can implement and lead on change and play a key part in ensuring the delivery of our strategy.

The Foundation launched its first strategy in January 2022. The Foundation currently employs circa 26 members of staff and has a turnover of £1.5m. The Head of Programmes is a new role within the organisation, arising from a review of the organisational structure, and will allow for the development and growth of the Senior Leadership Team. The Board has ambitious plans for the development of the organisation and requires resilient, innovative, and motivated staff to assist with the implementation of their vision.

HEAD OF PROGRAMMES JOB DESCRIPTION

Post Title

Head of Programmes

Department/Location

The Huddersfield Town Foundation, the Leeds Road Sports Complex

Reports to

Chief Operating Officer

Responsible for

Senior Education Manager
Senior Youth Engagement Manager
Senior Health and Wellbeing Manager
Active Through Football Programme Manager

Overview of the Role

The Head of Programmes will be responsible for leading delivery of impactful and effective programmes currently within the areas of Education, Youth Engagement, Community Activities, and Health. The post holder will manage and oversee the delivery and development of our existing programmes in these areas, as well as staff associated with them. The post holder will be required to work with a range of partners and stakeholders across the public, private, and voluntary sector to further enhance our range of activities, as well as supporting the Chief Executive Officer and Chief Operating Officer with creating and identifying new initiatives that meet local priorities.

There is an expectation that the post holder, in conjunction with the Chief Executive Officer and Chief Operating Officer, will explore new funding opportunities and secure additional capacity for the work of the Foundation.

The post holder will be a leading decision-maker, working closely with the Chief Operating Officer and alongside other members of the Senior Leadership Team to help shape the future direction and sustainability of the Foundation.

The post holder will have operational responsibility for all functions across their department and will support the Chief Operating Officer with the strategic direction and the continued growth of the Foundation health delivery by providing inspirational leadership to the team of staff.

Functional Links

Internal: Huddersfield Town Foundation Chief Executive Officer
Chief Operating Officer
Senior Leadership Team
Project Managers and delivery staff
Board of Trustees
Club Head of Safeguarding
All Club and Foundation personnel

External: Including but not limited to:
Kirklees Council
Schools and Colleges in Kirklees
Community Groups and Leaders
Other Football Club Community Trusts
The Premier League Charitable Fund (PLCF)

Key Performance Indicators

- The Foundation delivers a suite of programmes and activities within Education, Youth Engagement, Community Activities, and Health that support the needs of the community of Kirklees.
- The Foundation can evidence the contribution it makes to tackling inequalities and how individuals on our programmes improve across a range of outcome measures.
- Identify, create, and manage strong relationships with a range of partners to ensure ongoing success of our delivery programmes.
- Evidence of a pipeline of funding submissions and commissions, and income generation of unrestricted funding through programmes and wider opportunities.

Role Specific Responsibilities and Accountabilities

The post holder will:

- Develop a cohesive set of departmental strategies that contribute to the overarching strategic aims of the organisation and deliver relevant and high-quality services to beneficiaries.
- Be responsible for strategic planning, development, and performance of frontline delivery services.
- Work with partners, key stakeholders, and external agencies (public, private, and voluntary sector) at a senior level to implement programmes and activities that meet the Foundation's strategic objectives, as well as supporting local priorities.

- Work closely with the Foundation CEO and key strategic partners to ensure that funding is in place for delivery of the range of our education, youth engagement, and health programmes.
- Plan and ensure the Foundation delivers high quality interventions across the full range of programmes and projects.
- Sit on relevant external strategic groups and ensure that the Foundation is represented within local, regional, and national networking, partnerships, and strategic events within the education, health, and community sectors.
- Use appropriate internal and external resources (e.g., strategic documents, government papers, etc.) to gather evidence that helps shape targeted delivery in the future.
- Be responsible for the overall management of programmes, liaising with partners throughout the lifetime of projects/initiatives (attending meetings, etc.) to ensure collective aims and outcomes are achieved.
- Be accountable for quality assurance processes including the ongoing monitoring and evaluation of delivery projects for funders/key stakeholders, also ensuring that the Foundation's obligations detailed in service level agreements/contracts are met.
- Set appropriate budgets (with relevant staff) and oversee, manage, and monitor these, to ensure the targets are achieved and that programmes are financially sound.
- Identify and submit relevant grants, funding applications, and tenders/bids for commissioned work.
- Ensure that all contracts and funding grants achieve the required KPIs as well as ensuring that required reports are completed and that obligations in service level agreements are fully met.
- Capture the social impact/value of programmes/events using outcomes-based evidence and a variety of methods such as reports, case studies, testimonies, media articles, feedback surveys, etc., and ensure your direct reports are also using appropriate monitoring and evaluation systems.
- Demonstrate commitment to Safeguarding by adhering to relevant policies, procedures and values relating to safeguarding children and adults at risk.
- Support and reinforce the Club's commitment to equality, diversity, and inclusion, also contributing to the work relating to the Premier League Equality, Diversity, and Inclusion Standard and the EFL Equality Code of Practice as required.

- Fulfil any other reasonable duties and responsibilities at the request of the Chief Executive Officer, the Chief Operating Officer, and/or any other Senior Manager/Director within the Club or Foundation.

The post holder will be required to undertake any other duties as required by the Huddersfield Town Foundation Chief Executive Officer and/or the Board of Trustees, commensurate with the level of the post. The post holder may also be required to work occasional match days, evenings, and weekends.

Behaviour/Conduct

The post holder will be required to:

- Be proactive with workload and interventions.
- Seek to continually develop their skills and knowledge.
- Adopt an organised and structured approach to fulfilling the duties and responsibilities of the role.
- Communicate appropriately at all levels.
- Be flexible in hours of work.
- Be trustworthy and adhere to the Foundation and Club's Code of Conduct and Ethics.
- 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 2018 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.
- Respect others at all times and behave in an inclusive and 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. and the Huddersfield Town Foundation are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

It is anticipated that the role of Head of Programmes will 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.

Applicants must disclose all previous convictions including spent convictions in accordance with the associated legislation.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

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

Equality, Diversity, and Inclusion:

Huddersfield Town AFC and the Huddersfield Town Foundation are diverse environments in which we respect all characteristics under the Equality Act 2010; we want everyone to feel valued and included within the Club and Foundation and to be able to achieve their full potential.

We have a zero-tolerance approach to any form of discrimination, and we are committed to the redress of any inequalities by taking positive action where appropriate. All employees are required to support and uphold this zero-tolerance approach and contribute to our 'Terriers Together' Equality, Diversity, and Inclusion Strategy.

The post holder will be required to sign and return a copy of this document to the Human Resources Manager on accepting an offer of employment.

Accepted by:

Name (Printed)

Name (Signed)

Date

This job description was reviewed in October 2023.

The proposed review of this job description is October 2024.

PERSON SPECIFICATION

Post Title

Head of Programmes

(Fixed term to August 2025 in the first instance, subject to extension if funding secured)

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Proven track record of successfully managing and developing projects and programmes in a health, community, or educational setting. • Experience of working at a senior management / leadership / operational level and involvement in strategic groups. • Proven experience of successfully line managing and developing staff. • Experience of project and contract management. • Proven experience of setting and managing budgets. 	<ul style="list-style-type: none"> • Previous experience in a professional sports club / charity environment. • Experience of composing service level agreements/contracts for project partners. • Experience of monitoring and evaluating the delivery of projects, activities, and events to demonstrate impact.
Qualifications	<ul style="list-style-type: none"> • A good standard of general education at Level 3 (A Level or equivalent) or higher. 	<ul style="list-style-type: none"> • Educated to Degree level. • Safeguarding training/qualification.
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills, and able to work collaboratively with a range of partners. • Able to work both independently and as part of a team. 	<ul style="list-style-type: none"> • Knowledge and understanding of the priorities across Kirklees.

<p>Specific Skills and Knowledge (continued)</p>	<ul style="list-style-type: none"> • Proven success in building relationships, both internally and externally, and working collaboratively with a range of partners. • Able to work calmly under pressure, meet deadlines, and have high-level attention to detail. • A proven track record of securing funding for projects or initiatives. • Passionate about making a difference using the power of sport, physical activity, and education. • Solution-oriented with a positive attitude to problem-solving. 	
<p>Additional Requirements</p>	<ul style="list-style-type: none"> • Flexible approach to work and working hours, to meet the demands of the role. • Suitable to work with children and young/vulnerable adults. • Committed to equality and diversity initiatives and inclusive practice. • Professional appearance. • Able to travel to a wide range of locations, using own or public transport. 	