



# **HUDDERSFIELD TOWN FOUNDATION**

The Club's Official Charity

## **APPLICATION PACK**

### **SENIOR HEALTH AND WELLBEING MANAGER**

# WELCOME TO THE HUDDERSFIELD TOWN FOUNDATION

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Thank you for your interest in becoming the Senior Health and Wellbeing Manager 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

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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](mailto: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/](http://www.htafc.com/club/careers/)

## Closing date

Monday 13<sup>th</sup> November 2023 at midday.

The selection event is likely to take place in the week commencing 28<sup>th</sup> 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](mailto: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

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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.

# SENIOR HEALTH AND WELLBEING MANAGER

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**REPORTS TO:** Head of Programmes.

**SALARY:** Circa £28,500 to £33,000 per annum depending on skills and experience.

**WORKING PATTERN:** Full time, 37.5 hours per week.

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

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

**RESPONSIBLE FOR:** Health Manager.

We are aiming to appoint a Senior Health and Wellbeing Manager who will manage and oversee the delivery and development of our Health and Wellbeing department and its existing health-related programmes, as well as the associated staff. The role will include the design, delivery, management, and evaluation of these projects and activities to achieve defined KPIs and secure ongoing external funding.

The post holder will be required to build and maintain a range of beneficial partnerships across the public, private, and voluntary sectors to further enhance our range of activities, as well as creating new health and wellbeing initiatives that meet local priorities and that have strong impact and outcomes.

The successful candidate will be a supportive and motivational manager who can be a key part in ensuring that we execute and deliver against the health aspects of our strategic plan.

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 Senior Health and Wellbeing Manager is a key role within our Health and Wellbeing department and will provide strong support for the Head of Programmes and Chief Operating Officer in this area. The Board has ambitious plans to develop the organisation and requires resilient, innovative, and motivated staff to assist with the implementation of their vision.

# SENIOR HEALTH AND WELLBEING MANAGER JOB DESCRIPTION

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## Post Title

Senior Health and Wellbeing Manager

## Department/Location

The Huddersfield Town Foundation, the Leeds Road Sports Complex

## Reports to

Head of Programmes

## Responsible for

Health Manager  
Active Through Football Programme Manager

## Overview of the Role

The post holder will be integral to the successful delivery and growth of the Foundations Health and Wellbeing projects across Kirklees. The successful candidate will be responsible for the management and development of the Foundation's health activities as well as line managing members of the department.

The post holder will be required to work with a range of partners and stakeholders (local, regional, and national) across the public, private, and voluntary sectors to further enhance our range of activities, as well as supporting the Foundation's Senior Leadership team with creating and identifying new initiatives that meet local priorities under the Huddersfield Town Foundation 'Health and Healthy Behaviours' banner.

There is an expectation that the post holder, in conjunction with the Foundation's Senior Leadership team, will explore new funding opportunities and secure additional capacity and funding for the Foundation's work.

## Functional Links

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

**External:** Including but not limited to:

Kirklees Council – in particular the Public Health team  
Kirklees Health and Care Partnership  
Education Providers  
Community Hubs  
Third Sector Community Groups and Leaders  
Kirklees Active Leisure  
Other Football Club Community Trusts  
The Premier League Charitable Fund (PLCF)  
The Football Foundation

### **Key Performance Indicators**

- Continued and sustainable growth of the Foundation's Health and Wellbeing programmes, identifying areas for expansion and ensuring each programme exceeds its yearly key performance indicators.
- Effective and efficient management of allocated budgets. Evidence of maximising income generation of unrestricted funding through the programmes and wider opportunities.
- Identify, create, and manage strong relationships with a range of organisations and groups to ensure the ongoing success of all our programmes and demonstration of the impact of the outcomes.
- Evidence of successfully achieving KPIs set by funders in relation to all 'Health and Healthy Behaviour' programmes.
- Develop and implement a quality assurance framework for Health and Wellbeing programme delivery that would evidence sessions are well-planned and executed, with supporting evidence from participants and partners.

### **Role Specific Responsibilities and Accountabilities**

The post holder will:

#### **Strategic**

- Be responsible for developing the vision for all Health and Wellbeing programmes, ensuring they complement and contribute to the overarching strategic direction of the Huddersfield Town Foundation.
- Support the Senior Leadership Team, the COO, and the CEO in creating and maintaining strategic partnerships with key organisations in Kirklees, to assist and further develop the Foundation's Health and Wellbeing provision.
- Lead on Health and Wellbeing steering groups as well as represent the Huddersfield Town Foundation at local, regional, and national strategic meetings.



- Take responsibility for the day-to-day management of programmes, liaising with partners throughout the lifetime of projects/initiatives (attending meetings etc.).

### **Operational/ Delivery**

- Plan, deliver, and manage programmes, initiatives, and events to the highest possible standards and ensure they contribute to raising the profile of the Huddersfield Town Foundation.
- Support and implement the quality assurance framework for staff delivering on the programme(s).
- Maximise participant recruitment, retention, and success by providing an outstanding experience that enables learners to maximise their potential and collecting data to evidence successful outcomes.
- Ensure all activities are correctly monitored with the appropriate risk assessments, safeguarding, and health and safety procedures.

### **Staff Management**

- Directly line manage the Health Manager, undertaking objective setting, regular one-to-ones, and performance reviews.
- Support and oversee delivery staff, sessional workers, and volunteers delivering on the Foundation's Health and Wellbeing programmes.
- Support and mentor colleagues in line with health and wellbeing programmes (internal CPD).
- Support (and lead) on recruitment of staff to support the delivery of initiatives.

### **Funding and Finance**

- Monitor finances (including income and expenditure) for all health and wellbeing related programmes and projects, liaising with the Finance department as required.
- Support the Foundation CEO and COO to develop annual budgets in line with the Huddersfield Town Foundation's strategic requirements.
- Work with key stakeholders to identify funding and income to deliver further Health and Wellbeing programmes and opportunities.

### **Marketing and Promotion**

- Work with relevant staff and external agencies to produce bespoke project resources as well as high-quality marketing and promotional materials (e.g., to support specific campaigns).

- Utilise social media and technology to communicate with participants and promote the programmes (where appropriate), also liaising with the Media Manager.

### **General Responsibilities**

- Work in partnership with Locala, the Integrated Care System, Kirklees Council Public Health, Sporting Memories, education providers, parents/carers, programme participants, and any other stakeholders and maintain positive relationships with them.
- Attend and complete relevant training to develop knowledge and skills.
- Complete all internal and external monitoring reports in accordance with given deadlines.
- Monitor and evaluate the progress outcomes and impact of all youth engagement programmes.
- Ensure that the Health and Wellbeing department becomes self-sustaining in the medium to long-term.
- Ensure all sessions are fully inclusive as evidenced by the diversity of the cohorts engaged within Foundation programmes.

### **Measuring Impact (Monitoring and Evaluation)**

- Make use of the Substance VIEWS/Salesforce online monitoring and evaluation system.
- Capture the social impact and value of programmes/events using outcomes-based evidence and a variety of methods such as reports, case studies, questionnaires, testimonies, media articles, feedback surveys etc.
- Work in partnership with Locala, the Integrated Care System, Kirklees Council Public Health, Sporting Memories, education providers, parents/carers, programme participants, and other stakeholders, and ensure our health offer remains relevant.
- Work closely with the Foundation CEO and key strategic partners to ensure that funding is in place to deliver a range of health-based programmes.
- Plan and ensure the Foundation delivers high quality interventions across the full range of Health Initiatives projects.
- Be accountable for supporting and implementing quality assurance processes across the Foundation.

- Oversee the development and execution of the Foundation's strategy for the health and wellbeing agenda, including delivery of a portfolio of existing health-related projects, and identifying new project ideas and opportunities.
- Work with partners, key stakeholders, and external agencies (public, private, and voluntary sector) at a senior level to implement new health and wellbeing initiatives that meet the Foundation's strategic objectives, as well as supporting local health and wellbeing priorities.
- 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 health and wellbeing sector.
- 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 health and wellbeing 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.
- Capture the social impact and 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 also use appropriate monitoring and evaluation systems.
- Work with the Senior Leadership Team to develop health and wellbeing interventions for staff throughout the organisation.
- 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 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).
- 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 Senior Health and Wellbeing Manager 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

Senior Health and Wellbeing Manager

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

Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of developing and managing successful health and wellbeing projects and programmes.</li> <li>• Experience of line managing staff.</li> <li>• Experience of project and contract management, including setting and managing budgets.</li> <li>• Experience of developing relationships with a wide range of internal and external partners at all levels.</li> <li>• A proven track record of securing funding for health-related projects or initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a professional sports club/charity environment.</li> <li>• Experience of using online monitoring and evaluation tools to manage projects and programmes.</li> <li>• Experience of putting together service level agreements/contracts for project partners.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A level 3 (A Level or equivalent) qualification or higher in a health-related subject, or other relevant subject area.</li> </ul>	<ul style="list-style-type: none"> <li>• Other National Governing Body sports coaching qualifications.</li> <li>• Level 4 Exercise Specialist Qualification (e.g., Level 4 in Obesity and Diabetes).</li> <li>• Level 3 Exercise Referral certificate.</li> <li>• Valid First Aid certificate.</li> <li>• Safeguarding children and vulnerable adults certificate.</li> </ul>



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<p><b>Specific Skills and Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of the health and fitness sector and an understanding of behaviour change interventions.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Able to work both independently and as part of a team.</li> <li>• Excellent IT skills including experience of using IT systems to monitor and evaluate the delivery of projects and events.</li> <li>• Well-organised with the ability to manage own workload.</li> <li>• Able to inspire and motivate others.</li> <li>• A passion to make a difference using the power of sport, physical activity, and learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the health priorities across Kirklees.</li> <li>• Creative approach and a positive attitude to finding solutions to emerging issues.</li> <li>• Familiarity with risk assessments.</li> </ul>
<p><b>Additional Requirements</b></p>	<ul style="list-style-type: none"> <li>• Flexible approach to work and working hours, to meet the demands of the role.</li> <li>• Suitable to work with children and young/vulnerable adults.</li> <li>• Committed to equality and diversity initiatives and inclusive practice.</li> <li>• Able to travel to a wide range of locations, using own or public transport.</li> <li>• Able to uphold and fulfil the Huddersfield Town Foundation's vision and mission.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexible approach to work and working hours, to fulfil the requirements of the role.</li> </ul>