



## Job Description

### Post Title

Senior Education Manager (Fixed-term for two years in the first instance)

### Department/Location

The Huddersfield Town Foundation, the Leeds Road Sports Complex

### Reports to

Head of Education and Community Activity

### Responsible for

The management and development of the 'Education' department for the organisation. As a key member of the Education team, the post holder will play an active role in the continued strategic development across the organisation.

### Purpose of the Role

To primarily manage and oversee the development of Premier League Primary Stars, and Steps to Success, within our Secondary schools programme in the Huddersfield Town Foundation's 'Education' department. The role will include the design, delivery, management, and evaluation of these projects and activities to achieve defined KPIs and secure external funding.

The post holder will also play a supporting role in the development of the partnerships with Calderdale College (female football academy) and the Foundation Degree programmes in conjunction with EFLT (English Football League Trust) and USW (University of South Wales).

The Senior Education Manager will actively support the Head of Education and Community Activity to work with partner organisations (local, regional, and national) to explore and identify new opportunities for education projects under the HTF banner.

### Functional Links

**Internal:**

- Huddersfield Town Foundation Chief Executive Officer
- Heads of Department
- Project Managers
- Delivery staff
- Board of Trustees
- Club CEO
- All Club and Foundation personnel

**External:**

- Including but not limited to:
- Head Teachers/Principals, Teachers/Lecturers and pupils/students in schools, colleges, and universities
- Kirklees Education Committee/Department
- Educational Working Parties across Kirklees
- Community Hubs
- Steering Groups
- All Educational Providers

## Key Performance Indicators

- Continued and sustainable growth of the number of schools who engage in PLPS and Steps to Success programmes, and expansion of the College Education Programme;
- Effective and efficient management of allocated budgets;
- Identify, create, and manage strong relationships with a range of educational establishments to ensure the ongoing success of all our programmes;
- Evidence of successfully achieving KPIs set by the Premier League Charitable Fund in relation to all the Education programmes;
- Evidence of maximising income generation of unrestricted funding through the programmes and wider opportunities; and,
- Develop and implement a quality assurance framework for education programme delivery that would demonstrate that sessions are well-planned and executed, with supporting evidence from participants and their parents/guardians and schools.

## General Responsibilities

The post holder will be required to:

- Work in partnership with Education Services, Local Education Authorities, existing and potential Premier League Primary Stars, and Steps to Success schools, teachers, parents/guardians, programme participants and any other stakeholders, and maintain positive relationships with them;
- Work closely with the Head of Education and Community Activity and project staff, to ensure all Key Performance Indicators (KPIs) are agreed for individual projects and that these are achieved;
- Attend and complete relevant training to develop knowledge and skills;
- Complete all internal and external monitoring reports with strict adherence to deadlines;
- Monitor and evaluate the progress and impact of all education programmes;
- Implement quality assurance to ensure all activities are delivered to the highest standards;
- Ensure that the education 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.



## **Role Specific Responsibilities;**

### **Strategic**

The post holder will be required to:

- Be responsible for developing the vision for school-based education programmes so that they complement and add to the overarching strategic direction of the Huddersfield Town Foundation;
- Provide support for the development of the College and Foundation degree programmes in conjunction with the Education Mentor, to provide a pathway for participants to continue their learning with the HTF;
- Support the Head of Education and Community Activity to create and maintain strategic partnerships with key organisations in Kirklees, to assist and further develop the Foundation's education offer;
- Lead on education steering groups as well as represent the HTF at local, regional and national strategic meetings as required;
- Research other Trusts/Foundation running similar programmes, also arranging visits and sharing ideas and good practice; and,
- Take responsibility for the day-to-day management of programmes, liaising with partners throughout the lifetime of projects/initiatives (attending meetings etc.).

### **Staff Management:**



The post holder will be required to:

- Directly line manage the Primary Stars Manager and the Education Mentor undertaking objective setting, one-to-ones, performance reviews etc.;
- Support and mentor colleagues in line with education programmes (internal CPD); and,
- Work with the Senior Leadership Team and the Human Resources Manager to support (and lead) on recruiting high-calibre staff to support the delivery of initiatives.

### **Operational/Delivery**

The post holder will be required to:

- Plan, deliver and manage programmes, initiatives and events to the highest possible standards;
- Support the quality assurance framework for staff delivering on the programme;
- Deliver on Steps to Success to ensure it is an outstanding programme which meets learner needs, use a range of diverse teaching and learning strategies, allow learners to access a comprehensive range of resources and provide comprehensive assessment opportunities;

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- Complete and maintain effective data in relation to learners including, attendance, individual learner targets, progression, achievement, and destination to demonstrate the overall impact of our educational offer; and,
  - Maximise learner recruitment, retention, and success through the provision of an outstanding educational experience which enable learners to maximise their potential.

## **Funding and Finance**

The post holder will be required to:

- Monitor finances (including income and expenditure) for all education programmes and projects;
- Support the Head of Education and Community Activity to develop annual budgets in line with HTF strategic requirements;
- Work with key stakeholders (schools, colleges, and other education providers) to identify funding and income to deliver further educational programmes and opportunities;
- Ensure all funded projects meet the targets and reporting requirements outlined by funders; and,
- Support the Head of Education and Community Activity to identify and submit funding applications or commissioned work for new and existing education programmes.

## **Marketing and Promotion**

The post holder will be required to:

- 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); and,
- Utilise social media and technology to communicate with course participants and promote the programmes (where appropriate).

## **Health and Safety**



The post holder will be required to:

- Ensure that all health and safety procedures are in place for activities and that risk assessments have been completed as necessary; and,
- Report any issues or incidents to the Senior Leadership Team.

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

The post holder will be required to:

- Make use of the Substance VIEWS online monitoring and evaluation system (or similar systems as appropriate);

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- 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.;
  - Ensure questionnaires and measurement tools are quality assured and robust, and where possible are in line with those used for evaluation of other education interventions; and,
  - Work with schools to access pre and post intervention data (attendance, behaviour, grades) to give an accurate reflection of the impact of HTF programmes.

The post holder will be required to undertake any other duties as required by The Huddersfield Town Foundation Chief Executive Officer, and/or any other Senior Manager/Director, 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) 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; and,
- 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. And the Huddersfield Town Foundation Ltd. are 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 Senior Education Manager will involve the supervision of and work with children, young people and/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

HTAFC 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. HTAFC and The Huddersfield Town Foundation have a zero-tolerance approach to any form of discrimination and are committed to the redress of any inequalities by taking positive action where appropriate.

### Accepted by:

Name (Printed) .....

Name (Signed) .....

Date .....

**This Job Description was prepared in June 2021.**

**The proposed review of this Job Description is July 2022.**

## Person Specification

### Post Title;

Senior Education Manager (Fixed-term for two years in the first instance)

Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working and liaising with schools.</li> <li>• Knowledge of the National Curriculum for PE.</li> <li>• Experience of delivering workshops and interventions across KS3/4.</li> <li>• Experience of developing relationships with a wide range of internal and external partners at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a sporting environment.</li> <li>• Previous experience in a football club charitable Foundation or Community Trust.</li> <li>• A comprehensive understanding of the Huddersfield Town Foundation and its projects.</li> <li>• Knowledge of sporting pathways and talent identification.</li> <li>• Previous experience in mentoring young people.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level.</li> <li>• FA Level 2 coaching certificate or equivalent.</li> <li>• AfPE Level 3 – Supporting the delivery of PE and School Sport.</li> </ul>	<ul style="list-style-type: none"> <li>• Range of other National Governing Body sports coaching qualifications.</li> <li>• Valid First Aid Certificate.</li> <li>• FA Safeguarding certificate.</li> <li>• Relevant teaching qualification (CTTLS/QTS/QTLS)</li> <li>• L2 Youth Work Qualification.</li> </ul>
<b>Specific skills and knowledge</b>	<ul style="list-style-type: none"> <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>• Committed, self-motivated and driven.</li> </ul>	<ul style="list-style-type: none"> <li>• Creative approach and a positive attitude to finding solutions to emerging issues.</li> <li>• Familiarity with risk assessments.</li> <li>• Familiarity and understanding of Substance Views.</li> <li>• Knowledge of PLCF programmes and funding.</li> </ul>

Area of Expertise	Essential	Desirable
<b>Specific skills and knowledge (continued)</b>	<ul style="list-style-type: none"> <li>• Well-organised with the ability to manage own workload.</li> <li>• Able to take instruction from others</li> <li>• Able to inspire and motivate others.</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work and working hours, to meet the demands of the role.</li> <li>• Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS Disclosure.</li> <li>• Must be able to recognise discrimination in its many forms and adhere to the Huddersfield Town Football Club and Foundation Equality policies.</li> <li>• Able to work within a diverse community and draw on individual strengths to promote equality, celebrate diversity, and develop inclusive practice.</li> <li>• Friendly, honest and reliable.</li> <li>• Professional appearance.</li> <li>• Able to travel to a wide range of locations, using own or public transport.</li> <li>• Must be willing to strive to achieve and work towards Huddersfield Town Foundation's vision and mission statements.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of developing relationships with a range of internal / external partners at all levels.</li> <li>• Experience in writing funding applications.</li> </ul>