

Job Description



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Post Title

Senior Education Manager (Full-time and fixed term to August 2024 in the first instance).

On occasion the post holder may be required to work outside of normal office hours, including evenings and weekends.

Department/Location

The Huddersfield Town Foundation, the Leeds Road Sports Complex.

Reports To

Chief Operating Officer.

Responsible For

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

Purpose of the Role

To manage and oversee the development of Premier League Primary Stars, and Premier League Inspires, our Secondary Schools programmes. This will include the design, delivery, management, and evaluation of these projects and activities to achieve both 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 partnership with EFLT (English Football League Trust) and USW (University of South Wales).

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

Key stakeholders

Internal:

Huddersfield Town Foundation Chief Executive Officer
Chief Operating Officer and Foundation Heads of Department
Project Managers
Financial Accountant
Delivery staff
Staff and managers throughout the Club

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
Educational Providers
Premier League Charitable Fund (PLCF)
English Football League Trust (EFLT)
University of South Wales



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Key Performance Indicators

- Continued and sustainable growth of the number of schools who engage in Premier League Primary Stars and Premier League Inspires 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.
- Develop and implement a quality assurance framework for education programme delivery that would evidence sessions are well-planned and executed, with supporting evidence from participants and their parents/carers and schools.

Role Specific Responsibilities

Strategic

- Responsible for developing the vision for all education programmes so that they complement and add to the overarching strategic direction of the Huddersfield Town Foundation.
- Support the Senior Management 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 education offer.
- Lead on education 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.
- Support the quality assurance framework for staff delivering on the programme(s).
- Maximise learner recruitment, retention, and success through the provision of an outstanding educational experience that enables learners to maximise their potential. Collect data to evidence successful outcomes.
- Co-deliver on Premier League Primary Stars and Premier League Inspires to ensure they are outstanding programmes that meet learner needs, using a range of diverse teaching and learning strategies, and allowing learners to access a comprehensive range of resources, and providing comprehensive assessment opportunities.



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People Management

- Directly line manage the Primary Stars Manager, Secondary Schools Manager, and the Education Mentor, undertaking objective-setting, one-to-ones, and performance reviews.
- Support and mentor colleagues in line with education programmes (internal CPD).
- Support (and lead) on recruitment of appropriate staff to support the delivery of education initiatives.

Funding and Finance

- Monitor finances (including income and expenditure) for all education 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 (schools, colleges, and other education providers) to identify funding and income to deliver further educational 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 course participants and promote the programmes (where appropriate), also liaising with the Marketing and Communications Executive.

General Responsibilities

- Work in partnership with Education Services, Local Education Authorities, existing and potential Premier League Primary Stars and Premier League Inspires schools, teachers, 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 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.



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- 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 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, testimonies, media articles, feedback surveys etc.

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.
- Respect others 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. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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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. All employees are required to always support and uphold this zero-tolerance approach.

Accepted by:

Name (Printed)

Name (Signed)

Date

This Job Description was prepared in July 2022.

The proposed review of this Job Description is June 2023.

Person Specification

Post Title

Senior Education Manager (Fixed term until August 2024)



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Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working and liaising with schools. • Knowledge of the National Curriculum for PE. • Experience of delivering workshops and interventions to school age children and young people. • Experience of developing relationships with a wide range of internal and external partners at all levels. 	<ul style="list-style-type: none"> • Previous experience in a sporting environment. • Knowledge of sporting pathways and talent identification. • Previous experience in mentoring young people.
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent in a relevant discipline. • FA Level 2 coaching certificate or equivalent • AfPE Level 3 – Supporting the delivery of PE and School Sport. 	<ul style="list-style-type: none"> • Valid First Aid Certificate. • FA Safeguarding Children certificate. • Relevant teaching qualification (PGCE, Cert Ed, QTS, QTLS). • L2 Youth Work Qualification.
Specific skills and knowledge	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills. • Able to work both independently and as part of a team. • Excellent IT skills including experience of using IT systems to monitor and evaluate the delivery of projects and events. • Well-organised with the ability to manage own workload. • Able to inspire and motivate others. 	<ul style="list-style-type: none"> • Creative approach and a positive attitude to finding solutions to emerging issues. • Familiarity with risk assessments. • Knowledge of PLCF programmes and funding.



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Area of Expertise	Essential	Desirable
Additional Requirements	<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 e.g., evidenced by an up-to-date DBS Enhanced Disclosure.• Committed to equality and diversity initiatives and inclusive practice.• Able to travel to a wide range of locations, using own or public transport.• Able to complement and add to the Huddersfield Town Foundation's vision, mission, and values.	<ul style="list-style-type: none">• Experience of developing relationships with a range of internal / external partners at all levels.• Experience in writing funding applications.