



**HUDDERSFIELD TOWN
FOUNDATION**

The Club's Official Charity

INFORMATION PACK

TRUSTEE RECRUITMENT

October 2024

HELPING/INSPIRING/ENRICHING/
LISTENING/BUILDING/GUIDING/
EDUCATING/TEACHING/LEARNING/
MOVING/THINKING/APPLYING/
IMPROVING/TALKING/CHALLENGING/
FEEDING/PLANNING/COMMUNICATING/
LEADING/WORKING/CREATING/
FIXING/CONTRIBUTING/

SUPPORTING

WELCOME TO HUDDERSFIELD TOWN FOUNDATION

Thank you for your interest in becoming a **Trustee** for the **Huddersfield Town Foundation**. We are looking for new Trustees, who wish to actively contribute, and use their skills to enhance the Board in its oversight of the Foundation. Importantly, to also, provide professional insight across the Foundation and its staff. Specifically, we are seeking individuals with some of the following skills.

- **Finance including risk and audit**
- **Human Resources, Organisational Development and Leadership**
- **Organisational and Corporate Governance and Charity Rules**
- **Community and Policy**
- **Equality, Diversity and Inclusion**
- **Fundraising and Business Development**
- **Marketing & Communications**
- **Safeguarding**

It is an exciting time to be joining the Charity as we embark on a period of significant transformational change. For over 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. The Charity is an extraordinary place, and it is impossible not to feel a daily sense of pride at the collective dedication, knowledge and passion of its staff, and the sheer scale, depth, and quality of our services and support to those with whom it interacts. As we embark on our next phase, our priority is to ensure that we continue to evolve but also, transform our culture, support our people, but crucially, redouble our efforts as a Charity to succeed in our goal of being even stronger and more resilient than it was before. The unique needs of Kirklees are part of how we define our purpose, along with our passion for sport and football can bring a unique response to social inclusion. 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.

The Board includes a mix of independent trustees who are appointed through open recruitment, alongside representatives of the Huddersfield Town Football Club who are nominated by the Club's senior executive team to sit on the Board. You would sit alongside a friendly, diverse and effective team of Trustees and staff and work to take the Foundation forward. Don't worry if you have not held a Trustee role before, previous board experience is not required. If you believe that your background could be useful to us and you are interested in a role, please get in touch. We would be happy to discuss the role further, and, if appointed you would be given training and support to enable you to participate as a Trustee. We are happy to answer any questions that you may have, and we look forward to receiving an application from you.



Dr Delroy Beverley CMgr CCMI
Chair of the Foundation Board



MEET OUR BOARD



Dr Delroy Beverley
CMgr CCMI
**Chair of Board/
Independent Trustee**



Aidan Grills
**Chair of Business
Development & Impact Sub
Committee/ Independent
Trustee**



Carl Andrews
**Chair of Finance, Risk &
Performance Sub
Committee/ Independent
Trustee**



Caroline Lee
**Safeguarding & EDI Board
Champion/ Independent
Trustee**



Claire Bennett
**Chair of People & Culture
Sub Committee/
Independent Trustee**



David Threfall-Sykes
Club Nominated Trustee



Martin Gonzalez
**Health & Safety & GDPR
Board Champion/
Independent Trustee**



Robyn Kennerdale
Club Nominated Trustee



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

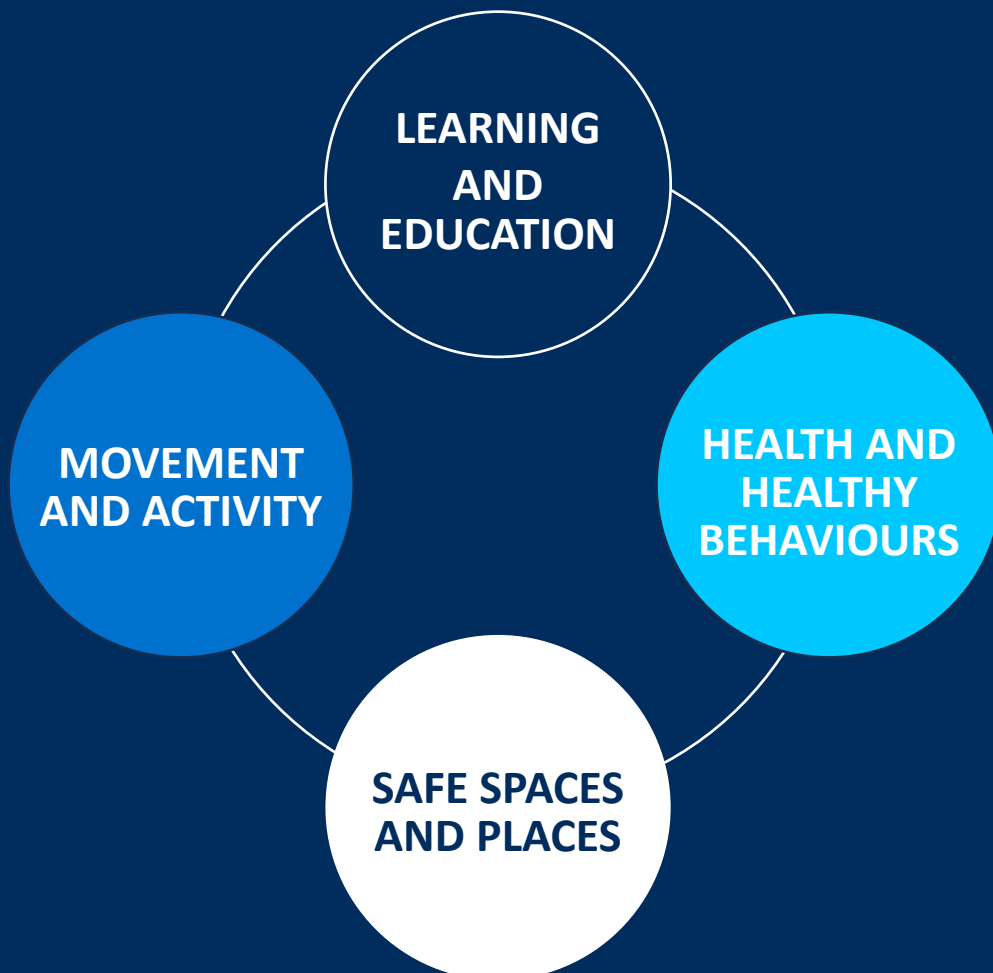
To tackle the consequences of inequality by working to provide positive opportunities and support to the community of Kirklees.

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:



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.

The Foundation has charitable status and has a Board of Trustees. Established in 2012 the organisation has grown to 25 full-time staff and has an annual turnover in excess of £1m.

ESTABLISHED IN

2012

FULL TIME STAFF

25

TURNOVER

£1,300,000+

OUR CULTURE

Our culture is our character and personality. We are:

COLLABORATIVE

OPEN &
BRAVE

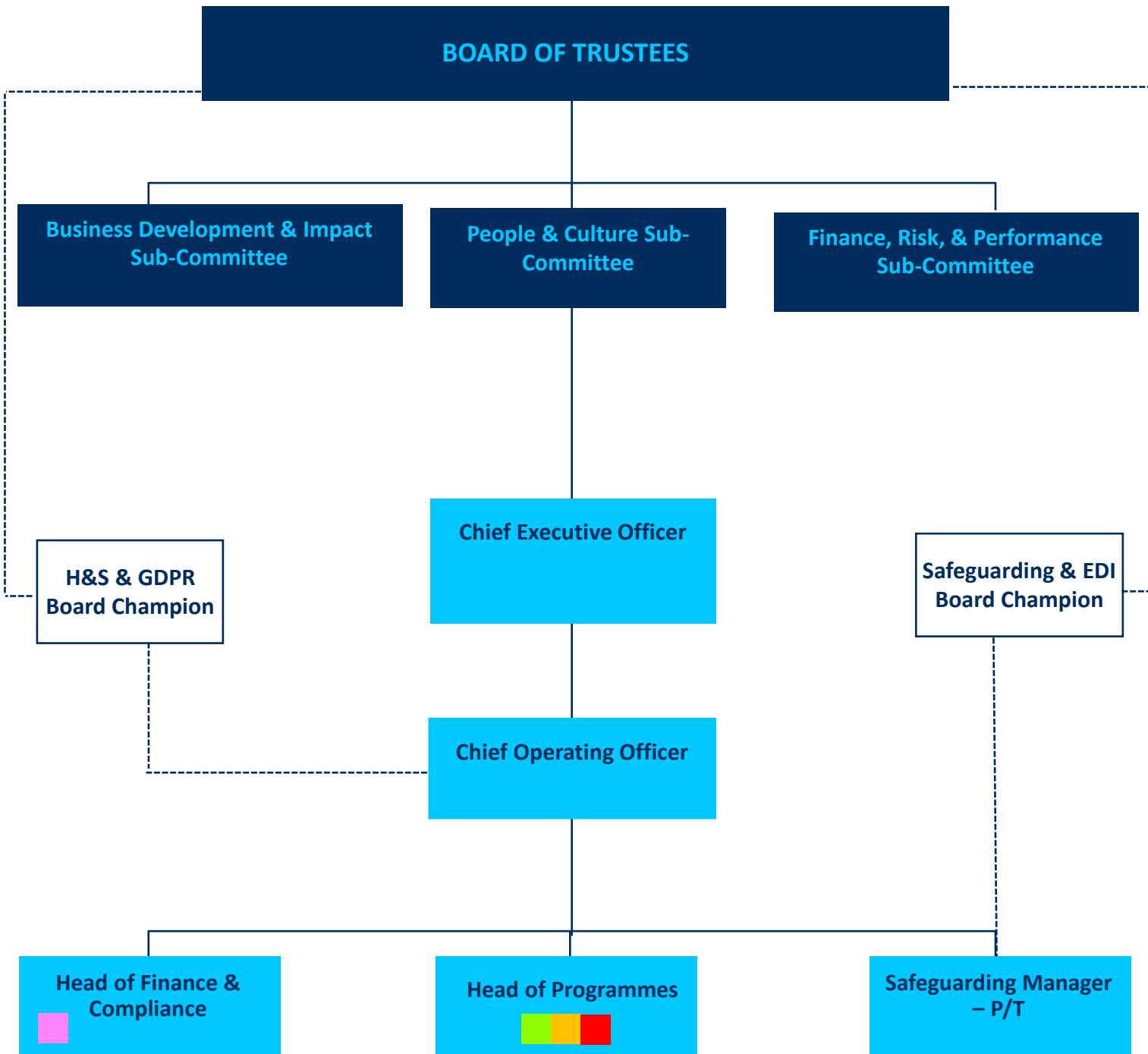
CARING &
RESPECTIVE

CONSISTENT &
DETERMINED

IMAGINATIVE
& INSPIRING



ORGANISATIONAL CHART BOARD AND SENIOR MANAGEMENT



Department Key:

■ Income Generation & Partnerships

■ Health & Wellbeing

■ Education

■ Youth Engagement



ROLE VACANCY

TRUSTEE

Reports to

Chair of Board of Trustees

Remuneration and Terms

As a voluntary position, the role is non-remunerated for an initial term of 3 years. Trustees can serve a maximum of three three-year terms (total nine years). Reasonable expenses can be claimed.

Time Commitment

Trustees attend four main board meetings per year that last for circa 3hrs. Trustees will need to allocate time to read board papers, emails, possibly attend subcommittee meetings as well as an annual strategy day with the senior team. Board members are encouraged to attend sessions and events run by the Foundation. Meetings are participative with all Trustees being actively encouraged to take part in discussions and decision making.

Location

The Huddersfield Town Foundation is based at Leeds Road Sports Complex. Board meetings are held at various locations in Kirklees.

Overview of the Role

Huddersfield Town Foundation (HTF) is a registered charity (Charity number 1146501) with a Board of Trustees controlling the management and administration of the charitable activities of the Foundation. HTF is also a company limited by guarantee (company number 07690182) meaning that the Trustees are also Company Directors and manage the affairs of the Company in accordance with its Memorandum and Articles of Association.

Other opportunities for further involvement will depend on an individual's particular skill set, interest and experience. These are discussed with each Trustee when they join and reviewed annually as part of our appraisal process.

We encourage Trustees to become “champions” for particular areas of our work, linked to their own interests and expertise. This may involve more regular contact with staff and other Board members as well as getting involved in specific projects e.g. participating in HTAFC's External EDI Advisory Group.

Our aim is for our Trustee and Sub Committees to reflect the diverse communities that we work in. Currently there are some groups that are under-represented and these include females, those under 30, disabled people, LGBTQIA+ people and black and asian communities.



SKILLS AND EXPERIENCE TRUSTEE

It is desirable for Trustees to have knowledge and understanding of some of these areas to enable the Board to collectively cover all operational activity of the Foundation, contribute well informed views and to challenge appropriately with an informed and constructive approach. Overall, a willingness to work together as part of a Board committed to helping the Foundation achieve its aims is critical.

LEADERSHIP

Experience as a Company Director (commercial, charity, voluntary sector)/ Trustee/ Partner in an appropriate senior management position.

FINANCE

Financial management and accounting within charity sector

Risk and Audit

COMMERCIAL

Commercial/ Business Experience and development

Corporate Social Responsibility (CSR)

GOVERNANCE

Acceptance of the legal duties and responsibilities of governance and legislation as a Trustees and Company Director

STRATEGY

Community Development

Policy and Research

PR, Networking and Campaigning

CHARITY SECTOR AND BUSINESS MODEL

Equal Opportunities and Discrimination

Education and Training

Networks, Alliances and Partnerships

Monitoring and Evaluation / Impact

HTF Would Particularly Welcome Experience In

- Finance including risk and audit
- Human Resources, Organisational Development and Leadership
- Organisational and Corporate Governance and Charity Rules
- Community and Policy
- Equality, Diversity and Inclusion
- Fundraising and Business Development
- Marketing & Communications
- Safeguarding



WHAT CAN WE OFFER YOU? TRUSTEE



Opportunity to be part of leading a charity whose work has been recognised locally and regionally and holds a strong reputation with key football stakeholders



Chance to be part of a charity whose governance and operations have been highly rated in our industry through independent quality assurance and assessment.



Full induction and continuing development and learning opportunities.



Reimbursement of reasonable expenses when on Foundation business.



Chance to support the Foundation's activities, e.g. joining grant panels, working groups, sub committees, attending fundraising events and celebrations.



Visits to any of HTF projects to gain first-hand experience of our impact in the community.



Commitment to equality, diversity and inclusion ensuring everyone can make best use of their skills, free from discrimination or harassment.



APPLICATION PROCESS

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

To apply you should submit the following a CV and a persuasive covering letter (no more than 2 sides of A4) setting out your interest in becoming a Trustee and the skills and experience you would bring. Please provide the names and contact details of two references. References will only be taken up when an offer is made.

Please send to Recruitment@htafcfoundation.com

Closing Date

Monday 4th November 2024 at midday.

All applicants will be notified whether they are invited to attend interview.

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

Kat Clarke (Chief Operating Officer)

kat.clarke@htafcfoundation.com

Assessment

Applications will be assessed against the role specification. Please ensure therefore that your application fully reflects how you meet these criteria.

Given the importance of reflecting our communities within the Board, we are taking this opportunity to actively seek applications from individuals considered under-represented across all parts of the community, specifically by, gender and ethnicity.

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

We welcome applications from disabled candidates. We are also seeking to diversify our board of Trustees, particularly by gender and ethnicity.



ADDITIONAL INFORMATION

TRUSTEE

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.

To ensure good practice the role of a Trustee 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.

Trustees will also be required to undergo safeguarding training, to be agreed with the Foundation Safeguarding Manager.

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



ROLE DESCRIPTION

TRUSTEE

- All Trustees are expected to have a working knowledge and genuine interest in the charitable sector and the role activity can play in bringing communities together.
- A strong commitment to HTF's vision and values
- Ability to think and apply knowledge strategically
- Ability to analyse and evaluate management information and other evidence
- Ability to communicate clearly and sensitively and to take an active part in discussions
- Willingness to express their own opinion in a reasoned way, while also listening to the views of others
- Ability to give praise where earned and positive challenge where necessary
- Ability to challenge constructively and ask questions appropriately
- Ability to exercise sound and independent judgement
- A proven track record of effective, independent, decision making
- Willingness to work effectively as part of a team that makes collective strategic decision and to accept collective responsibility for decision making
- Ability to manage confidentiality on confidential and / or sensitive information
- Personal credibility, with an ability to act as an ambassador for the Foundation with a variety of stakeholders
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Preferably some knowledge of Kirklees as a community and the needs and strengths
- Ensure effective risk management, being clear about the most significant risks facing the Huddersfield Town Foundation and make sure appropriate mitigation steps are in place.





**HUDDERSFIELD TOWN
FOUNDATION**

The Club's Official Charity

**THANK YOU FOR YOUR
INTEREST IN THE
FOUNDATION**



@htafcfoundation



@htafc_foundation



Huddersfield Town Foundation



@htafcfoundation



Registered with
**FUNDRAISING
REGULATOR**

(Charity Number: 1146501, Company Number: 07690182)