

Huddersfield Town Foundation – Designated Safeguarding Manager

£29,000 - £34,000 – pro rate of £11,600 -£13,600 depending on experience, qualifications, and skills

15 hours per week – flexible work patterns available

Permanent Position in the organisation

We are aiming to appoint a Designated Safeguarding Manager to be the main point of contact for all safeguarding matters within the Foundation and who will work closely with the Club's Head of Safeguarding and the HTF programme leads who have responsibilities for safeguarding along with the Foundation's nominated Trustee with responsibility for safeguarding.

The Designated Safeguarding Manager will be responsible for overseeing, directing and supporting the safe provision of all activities and associated events relating to children, young people and Adults at Risk to fulfil the Foundation and Club's safeguarding policies, procedures and objectives.

We are looking for someone with relevant experience to fulfil this role. The successful candidate will ideally have experience in this type of role and in a similar setting. They will be supportive, knowledgeable in this space and able to support and implement policies and process. knowledgeable in this space and able to support and implement policies and process. They will understand the risks that children, young people and adults face in today's society.

The Designated Safeguarding Manager will work closely with all staff including members of the Huddersfield Town Foundation's Senior Leadership Team and programme leads to ensure the safe delivery of activities across a broad area. Candidates should have recent experience of working in a safeguarding role as it will act as the first point of contact for staff, volunteers, parents', children, and Adults at Risk where concerns about welfare, poor practice and abuse are identified.

Applicants must be educated to a minimum of GCSE level or equivalent including Maths and English at grades A*-C (or 9-4) and hold both a current First Aid certificate, and a Safeguarding qualification. Candidates must have a positive and professional attitude, be both tenacious and resilient, and have excellent interpersonal and communication skills to be able to perform well in this role.

A flexible approach to work and the ability to travel round Kirklees and neighbouring areas are essential for this role.

We receive a high volume of applications for our vacancies and as such we encourage you to ensure that your application details how you feel you match our requirements. The volume of applications received prevents us from being able to provide feedback at short-listing stage. Please ensure that your application is:

- Fully completed
- Tailored for the requirements of the role – Section 6 of the application form should reflect how you meet the 'essential' and 'desirable' criteria for the position as detailed on the person specification (please follow the instructions on the application form)
- Accurate in terms of content and presentation
- Submitted by the specified deadline



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Please also highlight any factors that you would like us to consider, for example, if you have a disability or health condition that may require us to make reasonable adjustments in accordance with the Equality Act 2010.

Safeguarding

The Huddersfield Town Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As this role is likely to involve the supervision of and work with children and young people or vulnerable adults, the successful candidate will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS).

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.

Equality & Inclusion

Huddersfield Town AFC and the Huddersfield Town Foundation are committed to promoting a diverse and inclusive community – a place where everyone can be themselves and in which everyone feels valued and included and supported to achieve their full potential. We offer a range of family-friendly and inclusive employment arrangements, and we have a zero-tolerance approach to any form of discrimination.

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 candidates with a disability. We are also seeking to diversify our workforce, in particular by gender and ethnicity.

Further information about the Company, and what it is like to work with us can be accessed from the Careers section of our website:

<https://www.htafc.com/club/careers/>

To apply, please request an application form by email to: recruitment@htafcfoundation.com Completed applications must be submitted by 12 noon on Tuesday 28th May 2024.

Short-listed candidates will be invited to interview, which is likely to take place in person on Thursday 6th June 2024. Please ensure you are available to attend on this date if invited to do so.

For an informal discussion about this position please contact Kat Clarke, Kat.clarke@htafcfoundation.com