



**HUDDERSFIELD TOWN  
FOUNDATION**

The Club's Official Charity

# APPLICATION PACK

**SECONDARY SCHOOLS MANAGER**

---

MAY 2024

HELPING/INSPIRING/ENRICHING/  
LISTENING/BUILDING/GUIDING/  
EDUCATING/TEACHING/LEARNING/  
MOVING/THINKING/APPLYING/  
IMPROVING/TALKING/CHALLENGIN  
G/  
FEEDING/PLANNING/COMMUNICA  
TING/  
LEADING/WORKING/CREATING/  
FIXING/CONTRIBUTING/

**SUPPORTING**

# WELCOME TO HUDDERSFIELD TOWN FOUNDATION

---

Thank you for your interest in becoming the **Secondary Schools 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 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. 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*

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

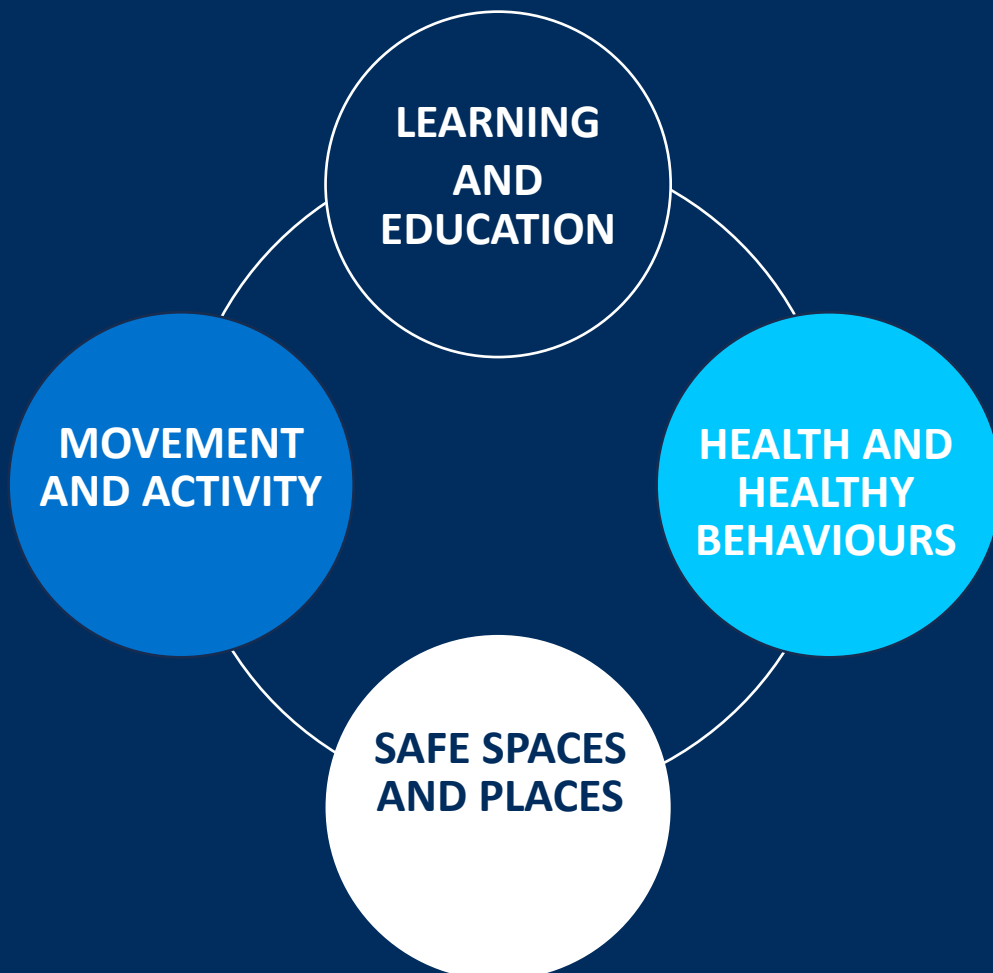
To tackle the consequences of inequality by working to provide positive opportunities and support to the community of Kirklees.

## 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:



# 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

**£1,000,000+**

## OUR CULTURE

Our culture is our character and personality. We are:

**COLLABORATIVE**

**OPEN &  
BRAVE**

**CARING &  
RESPECTIVE**

**CONSISTENT &  
DETERMINED**

**IMAGINATIVE  
& INSPIRING**



# HUDDERSFIELD TOWN FOUNDATION STAFF BENEFITS



**ANNUAL  
LEAVE DAYS**  
**25**  
+8 BANK/PUBLIC  
HOLIDAYS

**PERFORMANCE  
REVIEWS** 



COMPANY  
**PENSION**  
SCHEME   




**ANNUAL  
SALARY  
REVIEWS**

## TRAINING + DEVELOPMENT

---



DISCRETIONARY, NON-CONTRACTUAL  
DAYS OF LEAVE - **2**

**FLEXIBLE  
WORKING**



**FREE  
CAR  
PARKING**

LAPTOP  
**MOBILE**  
BRANDED  
CLOTHING



**ACCESS TO TICKETS  
TO HOME HTAFC  
LEAGUE FIXTURES**  
+ **CLUB SHOP DISCOUNT**

STAFF  
**SOCIAL**  
ACTIVITIES



**PRIVATE HEALTH CARE CASH PLAN**

**HEALTH + WELLBEING SUPPORT**

# 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 to [recruitment@htafcfoundation.com](mailto:recruitment@htafcfoundation.com)

Completed application form. Copies of this can be requested from the email address above or downloaded from the website.

## **Closing date**

12/06/2024 at Midday.

All applicants will be notified whether they are invited to attend interview or if they have unfortunately been unsuccessful on this occasion.

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

Dan Jarvis (Senior Education Manager)  
07741671058

## **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.



# JOB VACANCY

## SECONDARY SCHOOLS MANAGER

---

### Reports to

Senior Education Manager

### Salary

£24,500-29,500 per annum

### Working pattern

Full time, 37.5 hours per week

### Further details

Fixed term for two years in the first instance subject to extension dependent on funding.

Young people today face a variety of ever-evolving challenges, with more than ever experiencing mental health issues. Teachers and practitioners in secondary schools and the education sector face multiple pressures and each school has differing priorities, including in approach to pastoral care, behaviour management and emotional support. The post holder will be responsible for managing, and growing, our Premier League Inspires programme a programme developed by the Premier League which supports young people across Kirklees who may be at risk of not reaching their potential as they move through the education system and early adulthood.

Working closely with partner agencies, the post holder will attend meetings and strategic forums, gathering and sharing relevant information as required. The post holder will also support education providers to develop approaches that build young people's resilience, provide inspiration and aspiration, while also developing the ability to recognise risk and prevent exploitation. The post holder will be expected to work closely with counterparts managing Premier League Kicks Targeted and Children In Care programmes at Huddersfield Town Foundation, to further develop our secondary school mentoring initiatives.

The Huddersfield Town Foundation will deliver specific structured targeted interventions around self-development, ways in which to become more resilient, the cause and effect of our actions, coping with transition, goal setting, and personal development. The Huddersfield Town Foundation programme will be based around an agreed timeframe to support young people to be ready to transition into new environments, monitoring and evaluating the difference that the programme has had on the lives of the participants.

The programme is delivered in a mix of one-to-one mentoring and a range of group sessions as appropriate to the cohort.





# JOB DESCRIPTION

## SECONDARY SCHOOLS MANAGER

---

### Overview of the Role

The purpose of the role of Secondary Schools Manager is to:

- Provide opportunities for learning and life skills that help disengaged young people aspire to achieve their potential, regardless of background and ability.
- Signpost individuals to the Huddersfield Town Foundation's community projects, including participation and voluntary opportunities.
- Build positive relationships with secondary schools across Kirklees.
- Project manage, deliver, monitor, and evaluate the impact of the Huddersfield Town Foundation's 'Premier League Inspires' programme.

### Functional Links

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

**External:** Including but not limited to:  
Head Teachers, Teachers, and pupils  
Pupil Referral Units  
Students and their parents/carers  
Community groups and leaders  
Community Hubs  
Youth Work Organisations  
Careers Agencies  
Kirklees Council  
Premier League Charitable Fund and other Football Governing Bodies



# JOB DESCRIPTION

## SECONDARY SCHOOLS MANAGER

---

### Key Performance Indicators

- Participants develop their knowledge and skills.
- Participants improve attendance and or educational attainment.
- Participants progress in / into employment, education, and training.
- School sign-up numbers secured for each academic year.

Quantitative and qualitative targets relating to the key performance indicators above will be agreed with the post holder on at least an annual basis.

### Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Plan and deliver high quality interventions, including but not limited to, behaviour, attendance, literacy, numeracy, PSHE, Youth Voice, social action, and employability.
- Work in partnership with schools, teachers, parents, children, and young people to build and maintain positive relationships with them.
- Work closely with schools and other Foundation delivery staff to ensure all KPIs are agreed for individual schools and that these are achieved.
- Work collaboratively with Premier League Kicks Targeted and Children in Care Managers.
- Deliver high quality mentoring and group work in school settings, up to four days per week.
- Plan and deliver collapsed curriculum days around building aspirations and realising potential.
- Work with school staff to select and mentor students who have been identified as disengaged in their learning and/or at risk of not fulfilling their potential.
- Project manage and deliver the Premier League Inspires Challenge.
- Create and utilise resources to engage young people in their learning.
- Monitor and evaluate the impact of the delivery and ensure this is on track and develop case studies that demonstrate the impact of the programme.



# JOB DESCRIPTION

## SECONDARY SCHOOLS MANAGER

---

- Recruit new schools and retain existing schools to the programme.
- Organise and deliver extracurricular activities and signpost to wider Huddersfield Town Foundation provision such as Premier League Kicks.
- Plan and deliver collaborative community cohesion projects between schools to work on youth-led social action projects.
- Identify ways to further develop the Huddersfield Town Foundation's secondary education offer, and source funding to ensure the sustainability of this offer.
- Act as an Ambassador for the Huddersfield Town Foundation, building strong and effective relationships with partners and participants to ensure that interest and engagement in Foundation projects and programmes are sustained.
- Monitor and evaluate the programme effectively, measuring its performance against pre-determined key performance indicators.
- Collect data associated with the programme and upload this to CRM systems as required.
- Provide feedback to major funding providers in the form of a qualitative report.

### Other

- Attend all required induction and training events organised by and through the Huddersfield Town Foundation.
- Contribute to fundraising and income generation for the Huddersfield Town Foundation, as required from time to time, to support and sustain the work of the organisation.
- Work occasional match days, evenings, and weekends as required.

The post holder will be required to undertake any other duties as required by the Senior Education Manager, the Chief Executive Officer, and/or any other Senior Manager/Director, commensurate with the level of the post.



# JOB DESCRIPTION

## SECONDARY SCHOOLS MANAGER

---

### 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.



# JOB DESCRIPTION

## SECONDARY SCHOOLS MANAGER

---

### **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 Secondary Schools Manager will involve the supervision of and work with children and young people and adults at risk; 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 always support and uphold this zero-tolerance approach.



# PERSON SPECIFICATION SECONDARY SCHOOLS MANAGER

## Post Title

Secondary Schools Manager – (Fixed term for two years in the first instance subject to extension dependent on funding).

Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous recent experience of working in the education or charity sector.</li> <li>• Previous experience of planning and delivering interventions with young people in a range of areas, such as mentoring, behaviour, attendance, and education.</li> <li>• Experience of achieving set targets and outputs.</li> <li>• Experience of monitoring and evaluating the success and outputs of projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working within a CCO.</li> <li>• Experience of working in the charitable sector.</li> <li>• Experience of line managing and developing staff.</li> <li>• Experience of project management.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of general education including high level literacy and numeracy skills.</li> <li>• Level 3 qualification e.g., A Levels or BTEC Extended Diploma, or equivalent level of ability.</li> </ul>	<ul style="list-style-type: none"> <li>• A degree or equivalent in youth work, sports development, or other related discipline.</li> <li>• Youth Work or Mentoring qualifications to a minimum of Level 2.</li> <li>• Safeguarding children training/ qualification.</li> <li>• Valid First Aid certificate.</li> </ul>



# JOB DESCRIPTION

## SECONDARY SCHOOLS MANAGER

Area of Expertise	Essential	Desirable
<p><b>Specific Skills and Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Up to date knowledge of the education system and the national curriculum.</li> <li>• Competent user of IT including Microsoft Office applications and programmes used to design resources.</li> <li>• Excellent communication skills, both written and verbal, and able to communicate effectively with people from all backgrounds.</li> <li>• Able to work on own initiative and with minimal supervision.</li> <li>• Knowledge of differentiation in teaching and learning, and able to adapt learning to engage all participants.</li> <li>• Excellent organisational skills.</li> <li>• Able to plan and implement interventions, assemblies, PSHE lessons.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of sourcing appropriate grant/funding opportunities and preparation of funding application content.</li> <li>• An understanding of Kirklees and the surrounding geographical areas.</li> </ul>



# JOB DESCRIPTION

## SECONDARY SCHOOLS MANAGER

---

<b>Additional Requirements</b>	<ul style="list-style-type: none"><li>• Committed to equality and diversity initiatives and inclusive practice.</li><li>• Suitable to work with children and young/ vulnerable adults e.g., evidenced by an up-to-date DBS Enhanced Disclosure.</li><li>• Full driving licence and the use of a vehicle, and/or the ability to travel throughout Kirklees.</li><li>• Flexible approach to work and working hours, to fulfil the requirements of the role.</li><li>• Able to uphold and fulfil the Huddersfield Town Foundation's vision and mission statements.</li></ul>	
--------------------------------	---	--







**HUDDERSFIELD TOWN  
FOUNDATION**

The Club's Official Charity

THANK YOU FOR YOUR  
INTEREST IN THE  
FOUNDATION

---

