



**HUDDERSFIELD TOWN
FOUNDATION**

The Club's Official Charity

APPLICATION PACK

Senior Youth Engagement Manager

May 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 the **Senior Youth Engagement 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 strategy in January 2022 and more recently developed a Theory of Change 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

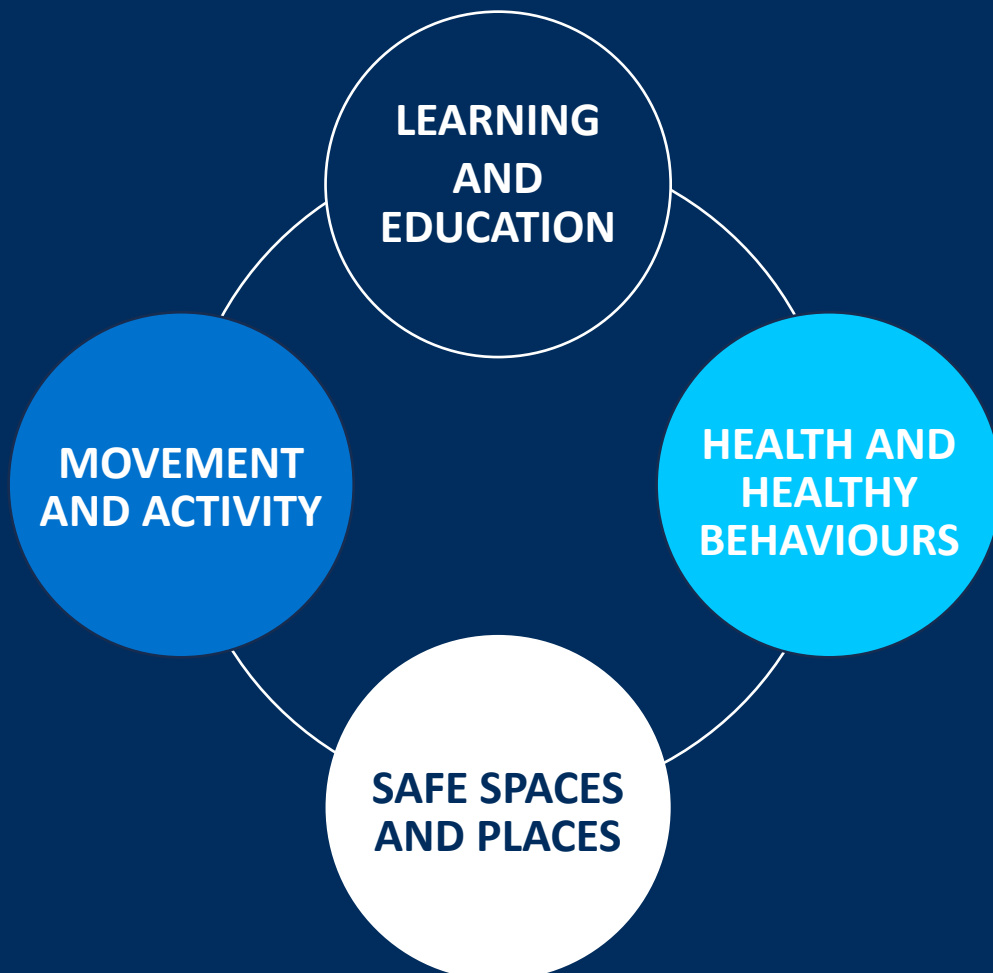
To tackle the consequences of inequality by working to provide positive opportunities and support to the community of Kirklees.

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
2
DAYS OF LEAVE

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 JOB VACANCY

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

To apply you should submit a completed application form to recruitment@htaafcfoundation.com

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

Closing Date

Wednesday 12th June at midday.

All applicants will be notified whether they are invited to attend interview or if they have unfortunately been unsuccessful on this occasion. The volume of applications received prevents us from giving feedback to applicants who are not shortlisted to attend for interview.

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

Kat Clarke (Chief Operating Officer)

07341 127 420, kat.clarke@htaafcfoundation.com

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

SENIOR YOUTH ENGAGEMENT MANAGER

Reports to

Head of Programmes

Salary

£29,500 to £34,000 depending on experience and skills.

Working pattern

Full time, 37.5 hours per week

Department/Location

The Huddersfield Town Foundation, Leeds Road Sports Complex

Responsible For

Youth Engagement Manager, Children in Care Manager, Targeted Kicks Mentor, Employment and Life Skills Mentor

Further details

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

We are aiming to appoint a Senior Youth Engagement Manager who will manage and oversee the delivery and development of our Youth Engagement department and its existing youth and rehabilitation related programmes, as well as the associated staff. The role will include the design, delivery, management, and evaluation of these projects and activities to achieve defined KPIs and secure ongoing external funding.

The post holder will be required to build and maintain a range of beneficial partnerships across the public, private, and voluntary sectors to further enhance our range of activities, as well as creating new Youth Engagement initiatives that meet local priorities and that have strong impact and outcomes.

The successful candidate will be a supportive and motivational manager who can be a key part in ensuring that we execute and deliver against the health aspects of our strategic plan.

The Foundation launched its first strategy in January 2022. The Foundation currently employs circa 26 members of staff and has a turnover of £1.5m. The Senior Youth Engagement Manager is a key role within our Youth Engagement department and will provide strong support for the Head of Programmes and Chief Operating Officer. The Board has ambitious plans to develop the organisation and requires resilient, innovative, and motivated staff to assist with the implementation of their vision.



JOB DESCRIPTION

SENIOR YOUTH ENGAGEMENT MANAGER

Overview of the Role

The Senior Youth Engagement Manager will manage and oversee the development of Premier League Kicks, Premier League Kicks Targeted, Premier League Changemakers and Children in Care programmes, along with our work supporting females within HMP New Hall. 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 be integral to the successful delivery and growth across Kirklees of our programmes which contribute to our 'Safer Spaces and Places' area of impact. The successful candidate will be responsible for the development of the programmes in this area, leading a dedicated team.

The Senior Youth Engagement Manager will actively support the Foundation COO to work with partner organisations (local, regional, and national) to explore and identify new opportunities for projects under the HTF 'Safe Places and Spaces' banner.

Functional Links

Internal: Huddersfield Town Foundation Chief Executive
Huddersfield Town Foundation Chief Operating Officer
Huddersfield Town Foundation staff including the Senior Leadership Team
Project Managers
Delivery staff
Board of Trustees and sub-committees
Staff and managers throughout the Foundation and Club

External: Including but not limited to:

- Premier League Charitable Fund (PLCF)
- English Football League Trust (EFLT)
- Kirklees Council
- Local charities
- Youth engagement organisations
- HMP New Hall
- West Yorkshire Police
- Funders



JOB DESCRIPTION

SENIOR YOUTH ENGAGEMENT MANAGER

Key Performance Indicators

- Continued and sustainable growth of the Foundations Youth Engagement programmes.
- Effective and efficient management of allocated budgets.
- Identify, create, and manage strong relationships with a range of locally trusted organisations to ensure the ongoing success of all our programmes and demonstration of the impact of the outcomes.
- Evidence of successfully achieving all KPIs in relation to all 'Safe Spaces and Places' programmes.
- Evidence of maximising income generation of unrestricted funding through the programmes and wider opportunities.
- Develop and implement a quality assurance framework for youth engagement programme delivery that would evidence sessions are well-planned and executed, with supporting evidence from participants and their parents/guardians and schools.

Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Responsible for developing the vision for all youth engagement programmes ensuring they complement and contribute to the overarching strategic direction of the Huddersfield Town Foundation.
- Support the Senior Leadership Team, the COO and the CEO in the creation and maintaining of strategic partnerships with key organisations in Kirklees to assist and further develop the Foundation's youth engagement offer.
- Lead on youth engagement steering groups as well as represent HTF 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.).



JOB DESCRIPTION

SENIOR YOUTH ENGAGEMENT MANAGER

- Plan, deliver, and manage programmes, initiatives and events to the highest possible standards and ensure they contribute to raising the profile of HTF.
- Support and implement the quality assurance framework for staff delivering on the programme(s).
- Maximise participant recruitment, retention, and success through the provision of an outstanding experience which enables learners to maximise their potential and collect data to evidence successful outcomes.
- Ensure all activities are correctly monitored with the appropriate risk assessments, safeguarding and health and safety procedures.
- Directly line manage the Premier League Kicks Manager, Premier League Kicks Mentor, Children in Care Manager and Employment and Life Skills Mentor undertaking objective setting, one-to-ones, and performance reviews.
- Support and oversee delivery staff, sessional workers and volunteers delivering on the Foundations Youth Inclusion programmes.
- Support and mentor colleagues in line with youth engagement programmes (internal CPD).
- Support (and lead) on recruitment of appropriate staff to support the delivery of initiatives.
- Monitor finances (including income and expenditure) for all youth engagement programmes and projects.
- Support the Foundation CEO and COO to develop annual budgets in line with HTF strategic requirements.
- Work with key stakeholders to identify funding and income to deliver further youth engagement programmes and opportunities.
- 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).



JOB DESCRIPTION

SENIOR YOUTH ENGAGEMENT MANAGER

- Work in partnership with West Yorkshire Police, Local Education Authorities, Kirklees Council, Her Majesty's Prison Service, 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 outcomes and impact of all youth engagement programmes.
- Ensure that the youth engagement 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.
- Make use of the Salesforce 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, questionnaires, testimonies, media articles, feedback surveys etc.

Other

- Take responsibility for and be committed to personal and professional development, also keeping up to date with legislation, regulation, guidance, standards, Government policy, and research relating to all aspects of the role.
- Work match days, evenings, and weekends as required.
- The post holder will be required to undertake any other duties as required by the Chief Operating Officer, the Chief Executive Officer and/or the Board of Trustees, commensurate with the level of the post.



JOB DESCRIPTION

SENIOR YOUTH ENGAGEMENT 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

SENIOR YOUTH ENGAGEMENT MANAGER

Additional Information

Safeguarding

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 Senior Youth Engagement Manager will involve the supervision of and work with children and young people 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

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

SENIOR YOUTH ENGAGEMENT MANAGER

Post Title

Senior Youth Engagement Manager (Fixed term for two years in the first instance subject to extension dependent on funding).

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Proven track record of developing and managing successful Youth Engagement projects and programmes. • Experience of line managing staff. • Experience of project and contract management, including setting and managing budgets. • Experience of developing relationships with a wide range of internal and external partners at all levels. • A proven track record of securing funding for community projects or initiatives. 	<ul style="list-style-type: none"> • Previous experience in a professional sports club/ charity environment. • Experience of using online monitoring and evaluation tools to manage projects and programmes. • Experience of putting together service level agreements/contracts for project partners.
Qualifications	<ul style="list-style-type: none"> • A good standard of general education including high level literacy and numeracy skills. 	<ul style="list-style-type: none"> • An Honours Degree or equivalent level qualification a related discipline. • L2 Youth Work qualification.



JOB DESCRIPTION

SENIOR YOUTH ENGAGEMENT MANAGER

Area of Expertise	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • FA Level 2 coaching certificate or equivalent L2 coaching award in another sport. • Valid First Aid certificate. • Safeguarding training/qualification.
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Knowledge of the Youth Engagement sector. • 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 Premier League Charitable Fund programmes and funding. • An understanding of Kirklees and the surrounding geographical areas.



JOB DESCRIPTION

SENIOR YOUTH ENGAGEMENT MANAGER

Area of Expertise	Essential	Desirable
Specific Skills and Knowledge	<ul style="list-style-type: none"> A passion to make a difference using the power of sport, physical activity, and learning. 	
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 uphold and fulfil the Huddersfield Town Foundation's vision and mission statements. 	





**HUDDERSFIELD TOWN
FOUNDATION**

The Club's Official Charity

THANK YOU FOR YOUR
INTEREST IN THE
FOUNDATION

