



**HUDDERSFIELD TOWN  
FOUNDATION**

The Club's Official Charity

# APPLICATION PACK

**GOVERNANCE & ADMINISTRATION EXECUTIVE**

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August 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

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Thank you for your interest in becoming the **Governance & Administration Executive** 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 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.



# 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

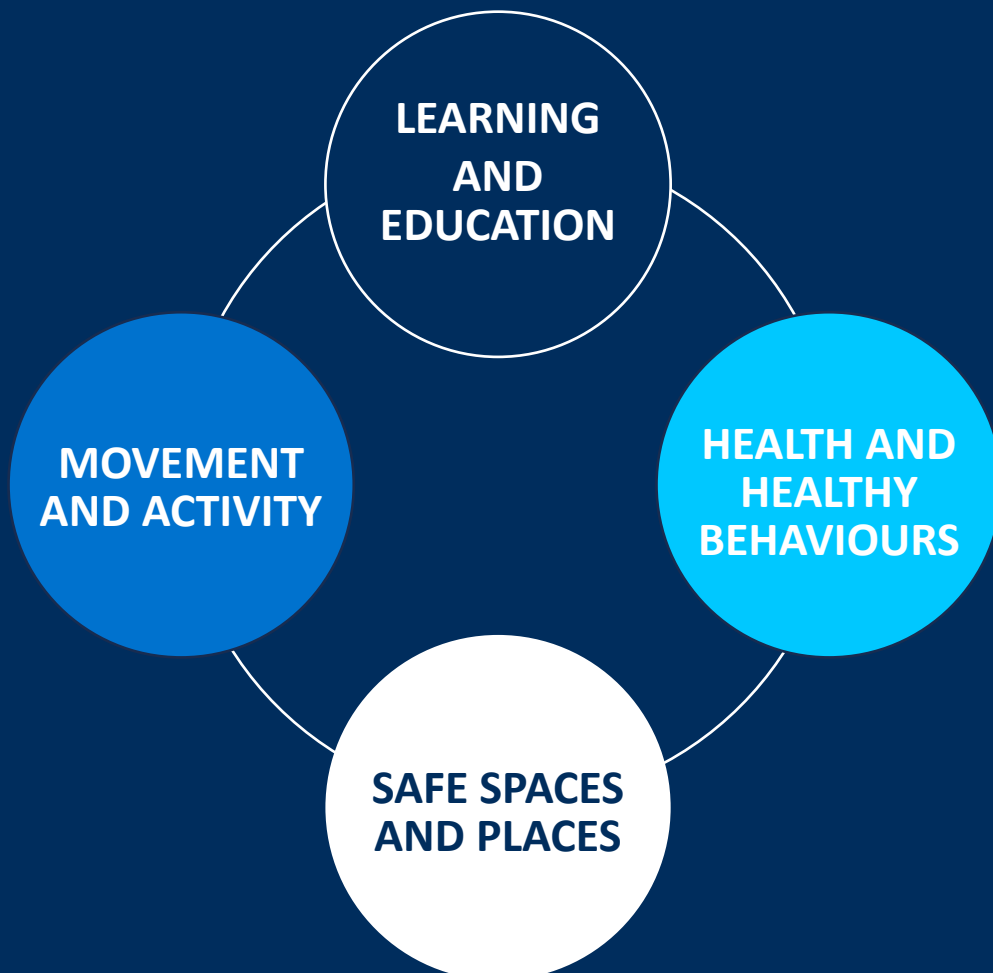
To tackle the consequences of inequality by working to provide positive opportunities and support to the community of Kirklees.

## 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

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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)

## **Closing Date**

Monday 23<sup>rd</sup> September 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:

Fraser Clark (Head of Finance & Compliance)

07741 671 065, [fraser.clark@htafcfoundation.com](mailto:fraser.clark@htafcfoundation.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

## GOVERNANCE & ADMINISTRATION EXECUTIVE

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### Reports to

Head of Finance & Compliance

### Salary

£24,500 to £29,500 depending on experience and skills

### Working pattern

Full time, 37.5 hours per week. Flexible working and/or reduced hours could be considered.

### Department/Location

The Huddersfield Town Foundation, Leeds Road Sports Complex

### Further details

Permanent Contract.

We are aiming to appoint a Governance and Administration Executive.

This is a unique role which provides support through Governance and Board Committee Secretariat functions. With dual reporting, the role holder is responsible for ensuring that all the preparation and dissemination of Board papers, reports and meeting minutes, assisting in the filing, and maintaining of statutory registers and records for subsidiary companies. In addition, the role will provide support and secretarial functions for the Foundation's Board of Trustees, specifically the Chair of the Board.

The role will also provide administrative support to the Foundation Senior Leadership Team. This key role within the organisation will help to ensure that day-to-day operations run smoothly and are well organised and resourced for the benefit of the wider team.

The Governance and Administration Executive will be exposed to highly sensitive and personal information and will need to always maintain confidentiality, whilst rigorously adhering to Data Protection legislation.

We are looking for someone with relevant experience to fulfil this role. The successful candidate will be creative, innovative, and resilient with the ability to manage multiple priorities and tasks through effective organisation and time management.





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### Overview of the Role

The Governance & Administration Executive will provide support through Governance and Board Committee Secretariat functions. The role holder will be responsible for ensuring that all the preparation and dissemination of Board papers, reports and meeting minutes, assisting in the filing, and maintaining of statutory registers and records for subsidiary companies. In addition, the role will provide support and secretarial functions for the Foundation's Board of Trustees, specifically the Chair of the Board.

The role will also provide administrative support to the Foundation Senior Leadership Team. This key role within the organisation will help to ensure that day-to-day operations run smoothly and are well organised and resourced for the benefit of the wider team.

### Functional Links

**Internal:** Huddersfield Town Foundation Board of Trustees and sub-committees  
Huddersfield Town Foundation Chief Executive  
Huddersfield Town Foundation Head of Finance & Compliance  
Huddersfield Town Foundation Chief Operating Officer  
Staff and managers throughout the Foundation and Club

**External:** Including but not limited to:

The Premier League Charitable Fund  
Schools in Kirklees and the surrounding areas  
Kirklees Council  
Other Football Club Foundations (CCOs)  
Members of the public  
Local stakeholders and partners



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### Key Performance Indicators

- The governance, administration and organisational development within the Foundation is effective.
- The Foundation is compliant in relation to charity policy and Law, and achieving best practice in its governance arrangements.
- To support the Foundation to continue to achieve and maintain exemplary on the Capability Code of Practice.
- Efficient support for all Foundation Board of Trustee and Sub Committee meetings, including accurate and punctual preparation, and collation of Board Packs and minutes which support Board & Committee Meetings effectively.

### Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Ensure Trustees act within their authority as outlined in the Memorandum and Articles of Association, the Partnership Agreement with Huddersfield Town Football Club, and conduct themselves within the terms of Trustees Code of Conduct.
- Provide effective day to day administration to support to Foundations operations.
- Identify learning and development needs within the Board of Trustees through supporting the Chair with Trustee appraisals
- Lead on the election and appointment of Trustees and Sub Committee Members, support Board appraisals and Board development to ensure Trustees can discharge their responsibilities with a high level of competence.
- Maintain the Board skills matrix, updating as required.
- Monitor and report on operational issues, taking responsibility for any remedial action needed to meet agreed performance targets.



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- Overall responsibility for the planning and delivery of governance and organisational development within the Foundation.
- Provide ongoing support to the Chair, Trustees and Sub Committee Members ensuring members understand their responsibilities and accountabilities.
- Support Board & Committee Meetings effectively, through involvement in agenda planning and preparing and collating Board Packs.
- Take the lead on delivering specific Board related requests as agreed with Board Chair
- Provide administration support for Foundation Senior Leadership Team meetings and prepare minutes as and when required.
- Support Foundation staff with updates and revisions to Foundation documents such as risk assessments, service level agreements, and monitoring reports.
- Filing and maintaining statutory registers and records.
- Maintain functional knowledge of Health and Safety in the workplace, and undertake associated training as required.
- Ensure colleagues are aware of and take any action as appropriate in response to legislative change, charity policy or the emergence of good practice in the governance environments.
- Manage the safekeeping and storage of confidential documents.
- Ensure effective business continuity arrangements are in place across the Foundation.
- Ensure that the proceedings of the Board are conducted in accordance with the provisions of the statutory Instrument and Articles of Memorandum; and with rules and regulations made under the Charities Commission.
- Promote sound standards of governance and act as a guardian of integrity, with reference to the Nolan Principles of Public Life.
- Liaise with Board members and colleagues as appropriate to ensure that appropriate action is taken following Board decisions.



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- Manage the administrative aspects of Board and Sub Committee meetings including preparing agenda, minutes, circulation of papers and ensuring that meetings are conducted in accordance with the requirements of the relevant constitutional documents.
- Have an active and effective role in the conduct of board meetings, by ensuring that Board members are fully informed on all matters of interest to them and that their debates are furnished with briefing papers, reports, verbal contributions and other information that enable them to fulfil their function; and by providing independent advice to the Board on statutory and regulatory matters, together with the Foundation's own procedures.
- Provide independent advice to the Chair, Sub-Committee Chairs and Senior Leadership in their respective roles.
- Act as a point of contact for Board members between meetings, providing support for them in their role and for all enquiries relating to the Board's work.
- Ensure that the membership of the Board is maintained as stipulated in the Instrument of Governance, ensuring an appropriate balance of skills, knowledge, experience and diversity, and to facilitate at every stage the identification, the formal appointments and the induction of new Board members.
- Take appropriate action if the Board, the Chair or one of the committees appears to be at risk of acting outside their powers or to be proposing actions that be unlawful.
- In exceptional circumstances, to inform the Board directly of any material concerns relating to the Foundation in areas in which the Board has legitimate interest or for which it has formal responsibility.
- Guide and advise the Board of changes in policy relating to the charities obligations, which will assist in timely strategic planning and risk management. To accept and discharge such other formal duties relating to the post of Governance and Administration Executive.

### 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.



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- The post holder will be required to undertake any other duties as required by the Chief Executive Officer and/or the Board of Trustees, commensurate with the level of the post.
- Embody the Foundation's values, demonstrating role model behaviour to other employees.
- Work occasional match days, evenings, and weekends as required.

### **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.



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### **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 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 SPACIFICATION

## GOVERNANCE & ADMINISTRATION EXECUTIVE

### Post Title

Governance & Administration Executive

Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with sensitive and confidential data and information.</li> <li>▪ Experience in Governance and/or HR.</li> <li>▪ Experience of professional and accurate communication including knowledge of letter writing, email construction, minute taking, and telephone communication.</li> <li>▪ Substantial senior administrative experience, working with Board and Committee members.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Charity Law.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good level of literacy and numeracy.</li> <li>• Safeguarding training/ qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant professional qualification in a related subject.</li> </ul>



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Area of Expertise	Essential	Desirable
<p><b>Specific Skills and Knowledge</b></p>	<ul style="list-style-type: none"> <li>▪ First class written and oral communication skills.</li> <li>▪ Excellent organisational skills including the ability to manage own time, plan, and regulate and prioritise demands.</li> <li>▪ Detail and quality orientated, with first class levels of accuracy.</li> <li>▪ Demonstrable experience of all Microsoft Office packages.</li> <li>▪ An effective collaborative team player, with the ability and interpersonal skills to engage and communicate at all levels</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of health and safety principles and associated legislation.</li> <li>• Basic awareness of data protection legislation including the General Data Protection Regulation (GDPR).</li> </ul>





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Area of Expertise	Essential	Desirable
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Highly ethical with high professional standards and understanding of need to maintain confidentiality of company information.</li> </ul>	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>▪ Committed to equality and diversity initiatives and inclusive practice.</li> <li>▪ Ability to work with minimal supervision.</li> <li>▪ Able to multitask.</li> <li>▪ Flexible approach to work and working hours, to meet the demands of the role.</li> <li>▪ Resilient and able to manage competing priorities.</li> <li>▪ Excellent listening, oral and literacy skills.</li> <li>▪ Be a person of integrity, maintaining confidentiality.</li> <li>▪ Able to remain impartial.</li> <li>▪ Able to act as a positive ambassador for an organisation's vision and values, at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Lives within a reasonable distance to travel to work.</li> <li>• Willing to travel throughout Kirklees, as may occasionally be required, using own or public transport.</li> </ul>





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THANK YOU FOR YOUR  
INTEREST IN THE  
FOUNDATION

