



## Huddersfield Town Foundation – NCS Coordinator

### How to Apply

Thank you for your interest in the fixed-term position of NCS Coordinator with The Huddersfield Town Foundation. Before you compose your application, please read this document to ensure that, as far as possible, you tailor your submission to meet our requirements.

To help you prepare your application, the following documents are also provided:

- Advertisement
- Job description and person specification

**To apply for this role, please contact the Human Resources Manager by email to [recruitment@htafootball.com](mailto:recruitment@htafootball.com) to request an application form.**

The closing date for receipt of applications is **12 noon on Wednesday 7<sup>th</sup> August 2019**. Completed applications must be returned by email to [recruitment@htafootball.com](mailto:recruitment@htafootball.com)

Interviews are likely to take place in the week commencing 2<sup>nd</sup> September 2019.



We receive a high volume of applications for our vacancies; therefore, please ensure that your application form is:

- Fully completed
- Tailored for the requirements of the role – Section 6 in particular should identify how you meet the 'essential' and 'desirable' criteria for the position as detailed on the person specification
- Accurate in terms of content and presentation
- Submitted by the specified deadline

Please also highlight any factors that you would like us to take into account, 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

In the first instance applications will be assessed against the essential and desirable criteria for the role, as detailed on the person specification. As it is not feasible to invite all applicants to interview, we reserve the right to apply additional criteria to the initial short-listing process, in the event that there is a high volume of applicants who, on paper, appear to meet the published criteria.

We are a Disability Confident Employer and we welcome applications from candidates with a disability.



Candidates with a disability who clearly demonstrate they meet the 'essential' requirements of the role will be guaranteed an interview; in order to fulfil our commitment to the guaranteed interview scheme, if you have a disability, please ensure this is clearly reflected in your application.

We will only provide feedback to candidates who are invited to interview; therefore, if you are unsuccessful at short-listing stage, we will not be able to provide feedback on your application.

For an informal discussion regarding the role please contact Abbi Andiyapan, Head of Inclusion and Health [abbi@htafcfoundation.com](mailto:abbi@htafcfoundation.com)

For information about the Huddersfield Town Foundation please visit our website: [www.htafcfoundation.com](http://www.htafcfoundation.com)

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