



## Job Description

### Post Title

Primary Stars Manager (Fixed-term to July 2021 in the first instance)

### Department/Location

Huddersfield Town Foundation

### Reports to

Head of Education and Sport

### Responsible for

The post holder will act as line manager for up to five Foundation Coaches (in some cases this will be direct line management; in others this will be via staff within the team).

### Purpose of the Role



The aim of The Huddersfield Town Foundation is to help improve the quality of life for young people and adults across Huddersfield and the West Yorkshire area by delivering projects with a focus on Education, Sport, Health and Inclusion.

The Primary Stars Manager will have joint operational responsibility for the development, implementation and success of the Foundation's Primary Stars project and other related projects. The Primary Stars Manager will also be expected to contribute to the further development of the collective work of The Huddersfield Town Foundation, ensuring a high-quality and professional approach at all times.

### Functional Links

**Internal:** Huddersfield Town Foundation Chief Executive Officer  
Heads of Department  
Project Managers  
Delivery Staff (including casual workers)  
Board of Trustees  
Club CEO  
All Club personnel

**External:** Including but not limited to:  
The Premier League Charitable Fund  
The FA PE Unit  
West Riding County FA  
Schools in Kirklees and the surrounding areas  
The National Literacy Trust



Kirklees Council  
Musica Kirklees  
Other Football Club Community Trusts

## **Key Performance Indicators**

- Continued growth of the Primary Stars Programme.
- Evidence of successfully achieving KPIs set by the Premier League Charitable Fund in relation to the programme.
- Evidence of maximising income generation of unrestricted funding through the programme and wider opportunities for Primary age children.

## **Role Specific Responsibilities**

The post holder will be required to:

### **Primary Stars**

- Provide and ensure delivery of high-quality Physical Education and Educational support in schools across Kirklees and the surrounding areas;
- Develop and implement interventions and workshops that will deliver the aims of the Primary Stars project;
- Effectively and efficiently manage allocated budgets;
- Identify, create and manage strong relationships with a range of educational establishments to ensure the ongoing success of the programme;
- Develop and implement a quality assurance process for the programme;
- Ensure Teacher mentoring support is high quality, fit for purpose and meets the requirements of the National Curriculum;
- Organise Teacher CPD opportunities to further upskill teachers within Premier League Primary Stars schools;
- Lead on project reporting in line with the PLCF timeline;
- Lead on one of the National Curriculum areas (KS1 or KS2);

- Be the link to the FA PE Unit;
- Lead on pathways for participants into community programmes and grassroots sport such as PL Kicks, Wildcats and Tomorrow's Terriers;
- Ensure social action projects are delivered in line with PLCF requirements;
- Promote female engagement in physical activity both in school and community time;
- Be the link to West Ridings County FA.

### **Line Management**

- Provide line management to Foundation Coaches who may be engaged to work for and with The Huddersfield Town Foundation from time to time;
- Manage staff within the area of responsibility to ensure the implementation of project delivery including all monitoring and evaluation requirements for funding providers;
- Adopt effective approaches in relation to managing staff, in accordance with individual needs and best practice;
- Help staff develop confidence and competence by modelling good practice and acting as a mentor;
- Undertake performance reviews on a regular basis, identifying areas of strength and development needs, and implementing strategies to support and develop each person;
- Promote a safe working environment.

### **Other**

- Contribute to fundraising/income generation for The Huddersfield Town Foundation, and to meet annually negotiated targets relating to raising specific levels of funds, to support and sustain the work of the organisation; and,
- To work occasional match days as required.

The post holder will be required to undertake any other duties as required by the Head of Education and Sport, the Huddersfield Town Foundation Chief Executive Officer, and/or any other Senior Manager/Director.

## **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 1998 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; and,
- Be respectful of others at all times and to behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

## **Additional Information**

### **Safeguarding:**

Huddersfield Town Association Football Club (HTAFC) Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is anticipated that the role of Primary Stars 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.

As such, this post is exempt from the rehabilitation of Offenders Act (1974) and the applicant must disclose all previous convictions including spent convictions.

The post holder will also be required to undergo Safeguarding Training, to be agreed with the Head of Safeguarding.



## Equality, Diversity and Inclusion

HTAFC and The Huddersfield Town Foundation are diverse environments in which all characteristics under the Equality Act 2010 are respected; 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 are committed to the redress of any inequalities by taking positive action where appropriate.

### Accepted by:

**Name (Printed)** .....

**Name (Signed)** .....

**Date** .....

**This Job Description was prepared in July 2019.**

**The proposed review of this Job Description is September 2020.**

## Person Specification

### Post Title

Primary Stars Manager (Fixed-term to July 2021 in the first instance)

Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a sport and/or physical activity environment.</li> <li>• Experience of planning and delivering physical education to National Curriculum guidelines.</li> <li>• Experience of coaching a range of sports and activities to Foundation Stage, KS1 and KS2.</li> <li>• Experience of planning and delivering Physical Education with a focus on teacher CPD.</li> <li>• Skilled in monitoring and evaluating programmes/projects.</li> <li>• Experience as a line manager of others.</li> <li>• Experience of developing and delivering pathways and exit routes for participants.</li> <li>• Experience of providing opportunities for females to engage in physical activity.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering Premier League Primary Stars.</li> <li>• Experience in youth work.</li> <li>• Experience in delivering English, Math's and/or PSHE interventions.</li> <li>• Experience of working in the Charitable sector.</li> <li>• Previous experience of working at a football club or in a Trust/ Foundation.</li> <li>• Experience in managing budgets.</li> <li>• Previous experience working with the FA PE Unit / WRCFA.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Range of sports qualifications including at least one <b>NGB Level 2 qualification or above</b> in any sport.</li> <li>• Degree or equivalent in a relevant discipline.</li> <li>• Safeguarding qualification.</li> <li>• First Aid qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised teaching qualification/Qualified Teacher Status.</li> <li>• FA Level 2 in Coaching Football</li> <li>• FA Youth Module 1.</li> <li>• Level 2 Multi Skills.</li> <li>• AfPE Level 3 Supporting of PE and School Sport.</li> <li>• FA Mentoring Adults.</li> </ul>

Area of Expertise	Essential	Desirable
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent organisational skills including the ability to manage own time, plan, and regulate and prioritise demands.</li> <li>• Ability to plan and implement educational interventions and assemblies.</li> <li>• Ability to liaise in a professional manner with partners and people from all backgrounds.</li> <li>• Competent user of IT and in particular, Microsoft Office applications.</li> <li>• Focused on achievement, targets, and continuous improvement of programme delivery.</li> <li>• Ability to work on own initiative and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Premier League Primary Stars.</li> <li>• Knowledge of PLCF and EFL Trust.</li> <li>• Knowledge of Huddersfield Town Foundation.</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Committed to equality and diversity initiatives and anti-discriminatory practice.</li> <li>• Suitable to work with children and vulnerable adults, and willing to obtain a DBS Enhanced Disclosure.</li> <li>• Flexible approach to work and working hours, to meet the demands of the role.</li> <li>• Passionate about making a difference through sport and other community-based projects.</li> <li>• Willing to complete the AfPE Level 3 in Supporting PE and School Sport, if not already qualified (or holds Qualified Teacher Status).</li> <li>• Full driving licence and the use of a vehicle and/or ability to travel throughout Kirklees using public transport.</li> </ul>	<ul style="list-style-type: none"> <li>• Lives within a reasonable distance to travel to work.</li> <li>• Knowledge of the Kirklees demographic and the specific and unique issues facing young people in this community.</li> </ul>