



## Huddersfield Town Foundation – Board of Trustees

### How to Apply

Thank you for your interest in the voluntary position of Trustee 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, you must send your CV and a covering letter to: [recruitment@htafcfoundation.com](mailto:recruitment@htafcfoundation.com) by **12 noon on Monday 27<sup>th</sup> January 2020**.

Interviews are likely to take place on or around 10<sup>th</sup> February 2020.



We receive a high volume of applications for our vacancies therefore please ensure that your covering letter and CV:

- Are concise
- Highlight your skills, experience, and what you would contribute to the Board
- Are accurate in terms of content and presentation
- Are submitted by the specified deadline

Please also highlight any factors that you would like us to consider, 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 about this position please contact Siobhan Atkinson, Chief Executive Officer for The Huddersfield Town Foundation [Siobhan.Atkinson@htafcfoundation.com](mailto:Siobhan.Atkinson@htafcfoundation.com)

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

For information about Huddersfield Town AFC please visit our website:  
[www.htafc.com](http://www.htafc.com)