



Job Description

Post Title

Trustee

The Huddersfield Town Foundation's Board members are both Trustees and Directors of the organisation, as a registered charity and a company limited by guarantee.

Department/Location

The Huddersfield Town Foundation Board
Leeds Road Sports Complex, Leeds Road, Huddersfield, HD2 1YY

Reports To

Chair of the Board

Purpose of the Role

To provide effective governance that enhances the organisation's development, in keeping with The Huddersfield Town Foundation's vision, mission and values. As a Trustee, the post holder will also ensure that the organisation is accountable and abides by all governing laws associated with Companies House, the Charity Commission, and HMRC.



Functional Links

Internal: Board of Trustees / Directors
HTAFC Board of Directors
Huddersfield Town Foundation Chief Executive Officer
Huddersfield Town Foundation Senior Leadership Team
Foundation and Club personnel

External: Premier League
Premier League Charitable Fund
The Football Association
English Football League Trust
PFA
Key Stakeholders

General Responsibilities


- To understand and accept the legal duties, responsibilities and liabilities of being a Trustee of a registered charity and a Director of a company limited by guarantee, and to be willing to apply best practice in corporate governance;

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- To ensure that The Huddersfield Town Foundation complies with its governing document (Memorandum and Articles of Association), charity law, company law and other relevant legislation;
 - To ensure that The Huddersfield Town Foundation pursues its objectives as defined in the Articles of Association, and applies resources exclusively in pursuit of these objectives;
 - To always act in the best interests of The Huddersfield Town Foundation;
 - To actively contribute to the Board of Trustees in providing leadership for The Huddersfield Town foundation by giving strategic direction, setting policy, setting targets and evaluating performance against these targets;
 - To safeguard The Huddersfield Town Foundation from risk;
 - To ensure the effective and efficient administration and financial stability of the organisation;
 - To protect and ensure effective management of the organisation's property and resources;
 - To assist in the appointment of The Huddersfield Town Foundation Chief Executive Officer, as may be required from time to time, and monitor the post holder's performance;
 - To deploy individual knowledge, skills and experience to assist the Board in effective decision-making;
 - To avoid actual, perceived and potential conflicts of interests and declare these promptly if they arise; and,
 - To act in accordance with the principles of public life, including: selflessness; integrity; objectivity; accountability; openness; honesty, and leadership.

Role Specific Responsibilities

The post holder will be required to:

- Commit to The Huddersfield Town Foundation and develop and maintain comprehensive understanding of the issues facing the organisation;
- Be willing to attend Board meetings on a regular basis, also developing a clear understanding of the organisation's strategy and any associated business plans;

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- Contribute to and serve on sub-committees and ad hoc task groups where appropriate and necessary; and,
 - Attend an induction prior to appointment with the Chair of the Board of Trustees and The Huddersfield Town Foundation Chief Executive Officer and participate in any relevant training and development that may be identified from time to time.

The post holder will be required to undertake any other duties as required by the Chair of the Board of Trustees, 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 trustworthy and adhere to The Huddersfield Town Foundation'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;
- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people; and,
- Be respectful of others and behave in a non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.

Additional Information

Safeguarding:

The Huddersfield Town Foundation 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 Trustee may 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. HTAFC and The Huddersfield Town Foundation 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 December 2019.

The proposed review of this Job Description is December 2020.

Person Specification

Post Title

Trustee

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none">• Board level experience of setting strategic plans and working to defined objectives.• Experience of setting, monitoring and managing a budget.• Knowledge and experience of good practice in corporate governance.• Previous experience of high-level committee activity in voluntary, not-for-profit or sporting organisations.• Comprehensive literacy, numeracy and IT skills.	<ul style="list-style-type: none">• Knowledge and experience of working with young and/or vulnerable people.• Understanding of local communities in Kirklees and the surrounding areas.• Understanding of the regional and national funding landscape.• Previous experience of serving as a Board member for a charitable organisation.
Qualifications		<ul style="list-style-type: none">• A relevant professional qualification.