



## Huddersfield Town Foundation – Marketing and Communications Executive

**£18,000 per annum**

**35+ hours per week**

**Fixed-term for one year in the first instance**

An exciting opportunity has arisen for a talented individual to take the lead on the marketing and promotion of our registered charity, the Huddersfield Town Foundation, while also working closely with the Club's established Marketing and Communications department.

Reporting to the Head of Business Development and Operations, in this role you will provide a comprehensive marketing and communications service to the Huddersfield Town Foundation, ensuring that the outstanding work that is done locally and within the wider borough of Kirklees is promoted and celebrated. This is a varied role in which you will have the opportunity to develop and enhance existing systems and processes and develop your experience in a high-profile organisation, in which you will be supported to fulfil your potential.

Educated to a minimum of GCSE level with passes including English and Maths, you will also be a competent and confident user of IT systems, including Microsoft Office and databases. The ability to liaise with a wide range of stakeholders in a polite and professional manner is essential in this role.

A genuine interest in marketing and communications is essential, combined with the ability to work on your own initiative and with minimal supervision. You would be joining an established team, therefore, the ability to work collaboratively with team members is essential.



The successful candidate will be expected to be a positive ambassador for Huddersfield Town AFC and the Huddersfield Town Foundation, and to consistently adhere to the Huddersfield Town Foundation Code of Conduct.

We receive a high volume of applications for our vacancies and as such we encourage you to ensure that your application details how you feel you match our requirements. Please read the 'How to Apply' document for further detail of the application process. The volume of applications received prevents us from being able to acknowledge every application received or to provide feedback at short-listing stage.

\*Previous applicants need not reapply\*

### Safeguarding

Huddersfield Town is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



As this role will involve the supervision of and work with children and young people or vulnerable adults, the successful candidate will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS).

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

## **Equality & Inclusion**

Huddersfield Town AFC and the Huddersfield Town Foundation are diverse environments in which all characteristics under the Equality Act 2010 are respected and celebrated. We are committed to making our employees feel valued and included and 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. We therefore welcome applications from all individuals who feel they meet the requirements of the role, and particularly from BAME applicants who are currently under-represented within the organisation. In addition, we are a Disability Confident Employer and we welcome applications from candidates with a disability.

To apply, please request an application form by email to [recruitment@htafcfoundation.com](mailto:recruitment@htafcfoundation.com) or by telephone to 01484 960641. Completed applications must be submitted by **12 noon on Friday 17<sup>th</sup> January 2020**.

Interviews will take place on 27<sup>th</sup> January 2020.

For an informal discussion about this position please contact Nicola Barr, Head of Business Development and Operations [Nicola.Barr@htafcfoundation.com](mailto:Nicola.Barr@htafcfoundation.com)