

Job Description

Post Title

Children in Care Programme Manager
(Fixed-term to 31st August 2023 in the first instance)

Department/Location

The Huddersfield Town Foundation, the Leeds Road Sports Complex

Reports to

Premier League Kicks Manager

Purpose of the Role

The Huddersfield Town Foundation in partnership with Kirklees Council is delivering a project to support children in care (CIC) who are transitioning away from the care system and into independent living.

The programme has three key areas for delivery:

1. A life skills and employability programme preparing children in care, and care leavers who are approaching employment age, for working life.
2. A programme of opportunities including physical activities and volunteering with the Huddersfield Town Foundation, to help keep children in care and care leavers connected to the Foundation, and to provide an opportunity for informal mentoring and support.
3. Work with businesses to provide work placement opportunities for children in care and care leavers progressing through our course or leaving university; this will include some training for businesses on working with children in care and care leavers.

The Huddersfield Town Foundation aims to provide children in care and care leavers with a range of positive experiences that build their aspirations, enhance their resilience, and provide a positive outlook for the future.

Key Requirements of the Role

The post holder will need to be resilient and flexible, with a passion for working on a personal level with vulnerable people and local communities, and a commitment to working alongside people, practitioners, and partners in practical ways. Your experience will enable you to recognise and understand the far-ranging wellbeing, physical, and psychological impact of multiple vulnerabilities for care leavers. The post holder must have, therefore:

- A background of working with young people, providing support, mentoring, and advice, or experience of working with young people with complex needs, e.g., a qualified teacher, youth worker.
- A passion for the value of physical activity and the contribution it makes to mental health. The position does not require a qualified sports coach but does require you to be passionate about the impact of physical activity on young people and be there to support their engagement.



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- The ability to develop and deliver workshop activities with young people covering topics that include employability, life skills, and physical and mental health wellbeing.

Functional Links

Internal: Huddersfield Town Foundation Chief Executive Officer
Heads of Department
Project Managers
Delivery staff
Board of Trustees
Club CEO
Head of Safeguarding
All Club and Foundation personnel

External: Including but not limited to:

Kirklees Council Children in Care and Care Leavers' Service
Kirklees Council Safeguarding team
Schools and Colleges in Kirklees
Community Groups and Leaders
Kirklees Active Leisure
Other Football Club Community Trusts
The Premier League Charitable Fund (PLCF)

Key Performance Indicators

- The programme involves working with a minimum of 18 -20 young people in the first year who will, through the programme, develop improved physical and/or mental health, enhanced skills and knowledge, improved confidence, self-esteem, and feel inspired and engaged.
- The programme will ensure participants can progress in/into education, training, or employment, or into sporting pathways.
- The post holder will help create, develop, and deliver a wide range of resources that meet the needs and outcomes for the programme and young people.
- The post holder will help to support the young people in care through their work experience placements and internships with key local businesses.
- The Children in Care Programme Manager will develop, consolidate, and enhance links between the Huddersfield Town Foundation and other partner organisations.

Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Work with young people and the Care Team at Kirklees Council in assessing their needs, using a range of skills and interventions that will support them to overcome challenges and difficulties, and that will help them to identify and reach their goals.
- Engage young people in preparation and planning for leaving care, working alongside carers, social workers, and other partners.



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- Engage and maintain effective supportive relationships with young people, and support them to aspire and thrive in their communities; this will include ensuring young people have a voice in relation to the services and support they receive.
- Use approaches that promote longer-term resilience, strengthening individual capacity to benefit from community and universal resources.
- Design, create, deliver, and evaluate a range of resources to ensure the life skills and employment skills can be taught. Ensure content of sessions is exciting, engaging, and relevant to participants. Support young people to have high aspirations, and sustain their involvement in education, training, and employment.
- Support young people to positively engage with physical activity and understand how and where it can be sourced and built into their routine on a regular basis; this may include supporting young people to transition to volunteer in sport clubs or other settings.
- Adopt a participant-centred approach to all delivery, ensuring protocols in relation to safeguarding are consistently observed.
- Maintain registers, risk assessments etc. and manage the required reporting forms for the programme KPIs to relevant funders.
- Represent the Huddersfield Town Foundation at stakeholder and community meetings at local, regional, and national level as required, and build strong and effective relationships with partners and participants to ensure that interest in Foundation projects/programmes is sustained.

Other

- To work occasional match days, evenings and weekends as required.

The post holder will be required to undertake any other duties as required by the Huddersfield Town Foundation Chief Executive Officer, the Premier League Kicks Manager, and/or any other Senior Manager/Director, commensurate with the level of the post.

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.



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- 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 2018 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.
- Respect others at all times and behave in an inclusive and 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. and the Huddersfield Town Foundation are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

It is anticipated that the role of Children in Care Programme 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.

Applicants must disclose all previous convictions including spent convictions in accordance with the associated legislation. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

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

Equality, Diversity, and Inclusion

Huddersfield Town AFC and the Huddersfield Town Foundation are diverse environments in which we respect all characteristics under the Equality Act 2010; 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 we are committed to the redress of any inequalities by taking positive action where appropriate. All employees are required to always support and uphold this zero-tolerance approach.



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Accepted by:

Name (Printed)

Name (Signed)

Date

This Job Description was prepared in February 2022.

The proposed review of this Job Description is January 2023.



Person Specification

Post Title

Children in Care Programme Manager

(Fixed-term to 31st August 2023 in the first instance)



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Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> Experience of working with young people in the 15-20 age groups. Experience of mentoring young people. Experience of designing and delivering interventions around life skills. 	<ul style="list-style-type: none"> Experience of working with young people in care services including an understanding of attachment and human development, and an awareness of issues for children in care and leaving care. Background of working in a community trust/club setting.
Qualifications	<ul style="list-style-type: none"> Youth Work qualification at Level 2 or higher. Safeguarding training/qualification. 	<ul style="list-style-type: none"> A recognised teaching qualification e.g., PGCE, Cert Ed. First for Sport Level 2 Award in MultiSkills Development in Sport, or other equivalent Level 2 NGB qualification. Valid First Aid Certificate
Specific Skills and Knowledge	<ul style="list-style-type: none"> Excellent communication and interpersonal skills. Able to work both independently and as part of a team. Well-organised with the ability to manage own workload. Able to take instruction from others. Able to inspire and motivate young people. Excellent level of IT knowledge (including Word, Excel, and Outlook). 	<ul style="list-style-type: none"> Understanding of the Children in Care system within local authorities. Knowledge of relevant legislation and guidance, and the ability to apply this in practice. Previous knowledge of working with Views.



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Area of Expertise	Essential	Desirable
Additional Requirements	<ul style="list-style-type: none">• Flexible approach to work and working hours, to meet the demands of the role.• Friendly, honest, and reliable.• Professional appearance.• Able to travel to a wide range of locations, using own or public transport.• Committed to equality and diversity initiatives, and inclusive practice.• Suitable to work with children and young/vulnerable adults e.g., evidenced by an up-to-date DBS Disclosure.• Able to adhere to the Company's policies and procedures.• Good knowledge of Health and Safety legislation and associated best practice within sporting environments.	<ul style="list-style-type: none">• Experience of developing relationships with a range of internal / external partners at all levels.• Good understanding of community sport and the education sector.