

# **The Huddersfield Town Foundation – Secondary Schools Education Programme Manager**

**£21,000 - £25,000 per annum depending on experience and qualifications**

**35+ hours per week**

**Fixed term for two years in the first instance with the possibility of an extension, subject to future funding**

This is an exciting time to join the Huddersfield Town Foundation and contribute to the relaunch of our educational programmes. If you enjoy working with young people in the 11-16 age groups, this is an opportunity not to be missed.

The Secondary Schools Education Programme is a collaborative pilot project between the Huddersfield Town Foundation and secondary schools in the Kirklees area. The project's aim is to provide opportunities for learning and life skills that enable disengaged young people to fulfil their potential, both personally and academically, regardless of background or ability. In this managerial position you will play a crucial role in leading educational interventions, supporting other project staff, and influencing young people, their choices and ultimately, their future.

If you have well-developed skills in influencing others to make positive choices, this role could be for you. Candidates preferably have recent experience of working in a secondary school or other youth setting and proven experience of planning and delivering interventions in a range of areas, including behaviour, attendance, and education. Candidates must also have previous experience in a supervisory or line management role.

Applicants must be educated to a minimum of GCSE level or equivalent including Maths and English at grades A\*-C (or 9-4). A current First Aid certificate and a Safeguarding children qualification are desirable. Candidates must have a positive and professional attitude, be both tenacious and resilient, and have excellent interpersonal and communication skills to be able to perform well in this role.

A flexible approach to work and the ability to travel round Kirklees and neighbouring areas are essential.

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. The volume of applications received prevents us from being able to provide feedback at short-listing stage. Please ensure that your application is:

- Fully completed
- Tailored for the requirements of the role – Section 6 of the application form should reflect how you meet the 'essential' and 'desirable' criteria for the position as detailed on the person specification (please follow the instructions on the application form)
- Accurate in terms of content and presentation
- Submitted by the specified deadline



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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.

## Safeguarding

The Huddersfield Town Foundation 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 is likely to 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).

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.

## Equality & Inclusion

Huddersfield Town AFC and the Huddersfield Town Foundation are committed to promoting a diverse and inclusive community – a place where everyone can be themselves and in which everyone feels valued and included and supported to achieve their full potential. We offer a range of family-friendly and inclusive employment arrangements, and we have a zero-tolerance approach to any form of discrimination.

We are committed to the redress of any inequalities by taking positive action where appropriate.

We are a Disability Confident Leader and welcome applications from candidates with a disability. We are also seeking to diversify our workforce, particularly by gender and ethnicity.

Further information about the Company, and what it is like to work with us can be accessed from the Careers section of our website:

<https://www.htafc.com/club/careers/>

To apply, please request an application form by email to:  
[recruitment@htafcfoundation.com](mailto:recruitment@htafcfoundation.com)

Completed applications must be submitted by **12 noon on 24<sup>th</sup> March 2022**.

Short-listed candidates will be invited to an interview, which is likely to take place in the week commencing 18<sup>th</sup> April 2022.

For an informal discussion about this position please contact Kristian Knight, Senior Education Manager [Kristian.knight@htafcfoundation.com](mailto:Kristian.knight@htafcfoundation.com)