

The Huddersfield Town Foundation – Chief Operating Officer

Circa £40,000 per annum depending on experience and qualifications

35+ hours per week

An exciting opportunity has arisen for us to appoint our first Chief Operating Officer to provide effective leadership and management to the Foundation and its team of staff. The successful candidate will be an integral member of the Senior Management Team, ensuring that we are fulfilling our charitable objectives through the delivery of high quality and impactful programmes.

We are looking for someone with senior management experience to fulfil this role; a background in the sports sector is preferred, but not essential. The successful candidate will be a supportive and motivational leader and manager who can implement and lead on change and play a key part in ensuring the delivery of our new strategic plan.

Candidates must have a proven track record in a senior leadership role, combined with excellent operational knowledge of the governance of a charity. Experience of project and budget management, and successfully line managing and developing others, are essential to this role.

Applicants must be educated to a minimum of Level 3 (A Level or equivalent) with comprehensive knowledge of safeguarding protocols in relation to young people and adults at risk. Candidates must have excellent communication skills and a collaborative approach to working with others, a good understanding of the national agenda relating to communities and a passion for making a difference through the power of sport and education.

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

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.



The Club's Official Charity



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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) and clearance to work in football.

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 download an application form from our website or alternatively, request a form by email to recruitment@htafcfoundation.com

Completed applications must be submitted by **12 noon on 19th April 2022**.

Short-listed candidates will be invited to an interview, which is likely to take place on 27th or 28th April 2022.

For an informal discussion about this position, please contact Siobhan Atkinson, Chief Executive Officer Siobhan.Atkinson@htafcfoundation.com