



HUDDERSFIELD TOWN FOUNDATION

The Club's Official Charity

APPLICATION PACK CHIEF OPERATING OFFICER

OUR PURPOSE

We are rooted in our community and the unique needs of Kirklees are part of how we define our purpose, along with our passion for football and support, our distinct set of knowledge and skills, and the resources we can access to make it all happen.

OUR MISSION

To tackle the consequences of inequality by working to provide positive opportunities and support to the community of Kirklees.

OUR VISION

To create lifelong opportunities for people in Kirklees to feel safe, healthy, and included as part of a community.

MAKING AN IMPACT

Where we believe we can make the most impact in Kirklees:

- Movement & Activity
- Safe Spaces & Places
- Learning & Education
- Health & Healthy Behaviours

WHO WE ARE

The Huddersfield Town Foundation is a Club Community Organisation (CCO). There are over 92 in England, each one connected to a professional football club. Clubs and their CCOs are perfectly placed to help the community around them and successfully engage with groups that other programmes fail to reach.

OUR CULTURE

Our culture is our character and personality. We are:

- Collaborative
- Open and brave
- Imaginative and inspiring
- Consistent and determined
- Caring and respectful

CHIEF OPERATING OFFICER

REPORTS TO: Chief Executive Officer

SALARY: circa £40k per annum

WORKING PATTERN: Full time, 35 hours per week

FURTHER DETAILS:

We are aiming to appoint our first Chief Operating Officer to provide effective day-to-day leadership and management of the Foundation operations and staff. The post holder will be a key part of the Foundation's Senior Management Team, providing leadership and ensuring that we are meeting our charitable objectives through the delivery of high quality, impactful programmes.

We are looking for someone with senior management experience, ideally from the sports sector, to fulfil this role. 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.

The Foundation launched its first strategy in January 2022. The Foundation currently employs circa 26 members of staff and has a turnover of £1.1m. The COO is a new role within the organisation, arising from a review of the organisational structure, and will allow for the development and growth of the Senior Management Team while providing strong support for the CEO. The Board has ambitious plans for the development of the organisation and requires resilient, innovative, and motivated staff to assist with the implementation of their vision.

BENEFITS:

- 25 days annual leave plus 8 bank/public holidays
- Two discretionary, non-contractual days on completion of probation - birthday and a festive preparation day
- Flexible working depending on the requirements of the role
- Company pension scheme
- Performance reviews and associated objectives
- Annual salary reviews
- Training and development opportunities
- Staff social activities
- Equipment such as laptop, mobile phone, and branded clothing
- Access to tickets to home HTAFC league fixtures and discount in the Club shop
- Free car parking and free tea and coffee in the offices
- Support for health and wellbeing, including access to occupational health support and confidential counselling
- Inclusive and welcoming environment – equality, diversity, and inclusion priorities are embedded throughout the organisation

CHIEF OPERATING OFFICER JOB DESCRIPTION

Post Title

Chief Operating Officer

Department/Location

The Huddersfield Town Foundation, the Leeds Road Sports Complex

Reports to

Chief Executive Officer

Responsible for

Head of NCS
Head of Health and Wellbeing
Senior Education Manager
Head of Business Development and Operations

Overview of the Role

The Chief Operating Officer will be responsible for supporting the Chief Executive Officer with the strategic development and implementation of the Huddersfield Town Foundation's work. The post holder will manage and oversee the delivery and development of the Foundation's activities as well as line managing members of the Senior Leadership Team. The post holder will be required to work with a range of partners and stakeholders across the public, private, and voluntary sector to further enhance our range of activities, as well as supporting the Chief Executive Officer with creating and identifying new initiatives which meet local priorities.

There is an expectation that the post holder, in conjunction with the Chief Executive Officer and colleagues, will explore new funding opportunities and secure additional capacity for the work of the Foundation.

The post holder will be a leading decision-maker, working closely with the Chief Executive Officer to lead and manage the Senior Leadership Team and to help shape the future direction and sustainability of the Foundation.

The post holder will deputise for and represent the Chief Executive Officer when required.

The post holder will have operational responsibility for all functions and will support the Chief Executive Officer with the strategic direction and the continued growth of the Foundation by providing inspirational leadership to the team of staff.

Functional Links

Internal: Huddersfield Town Foundation Chief Executive Officer
Senior Leadership Team
Project Managers and delivery staff
Board of Trustees
Club CEO
Head of Safeguarding
All Club and Foundation personnel

External: Including but not limited to:
Kirklees Council
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 Huddersfield Town Foundation continues to demonstrate successful outcomes from its community programmes, evidenced through both qualitative and quantitative feedback and data.
- The Huddersfield Town Foundation continues to be financially sustainable and can fund community initiatives including the Breakfast Clubs.
- The post holder upholds and implements the Foundation's strategy in all aspects of their work.
- The post holder supports the Club's 'Terriers Together' Equality, Diversity, and Inclusion Strategy and ensures that the Foundation's work aligns with this strategy.

Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Work with partners, key stakeholders, and external agencies (public, private, and voluntary sector) at a senior level to implement programmes and activities that meet the Foundation's strategic objectives, as well as supporting local priorities.
- Take a proactive role in supporting and developing the Senior Leadership Team and the Middle Management Group.
- Represent the Foundation and support the Chief Executive Officer by sitting on relevant external strategic groups and ensuring the Foundation is well-represented within local, regional, and national networking, partnerships, and strategic events.

- Ensure that all contracts and funding grants achieve the required KPIs as well ensuring that required reports are completed and that obligations in service level agreements are fully met.
- Be accountable for developing and implementing quality assurance processes across the Foundation.
- Work with the Chief Executive Officer to set appropriate budgets and to oversee, manage, and monitor these, ensuring defined targets are achieved and that programmes are financially viable and sustainable.
- Identify opportunities and grow fundraising activity, submit relevant grant applications, and tenders/bids for commissioned work.
- Develop and execute departmental operational plans, and EDI delivery plans, across the organisation.
- Support the Chief Executive Officer and the Senior Leadership Team to ensure that staff performance-related objectives are relevant for the individuals and the organisation and are measured, monitored, and fulfilled.
- Support the Chief Executive Officer to ensure the Foundation's delivery model remains fit for purpose and that appropriate resource and skill sets are in place for the Foundation to function.
- Support the Chief Executive Officer to produce an annual Impact Report and ensure that the organisation captures the social impact and value of programmes and events using a wide variety of methods such as reports, case studies, testimonies, media articles, and feedback surveys.
- Ensure the Foundation's mission and key values are upheld throughout all delivery.
- Collaborate with all areas of the Club's business, proactively forging relationships with all staff and managers.
- Support the Chief Executive Officer to produce timely and appropriate information and papers for the Foundation's Board of Trustees.
- Support the Club's Equality and Safeguarding Working Group to fulfil the requirements of the Premier League Equality, Diversity, and Inclusion Standard and other associated frameworks.
- 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 and/or the Board of Trustees, 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.
- 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 Chief Operating Officer 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.

PERSON SPECIFICATION

Post Title

Chief Operating Officer

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Significant experience of working at a senior management / leadership level and involvement in strategic groups. • Proven operational knowledge of the Governance of a charity. • Proven experience of successfully line managing and developing staff. • Experience of project management. • Proven experience of setting and managing budgets. 	<ul style="list-style-type: none"> • Experience of composing service level agreements/contracts for project partners. • Experience of monitoring and evaluating the delivery of projects, activities, and events to demonstrate impact. • Experience of the day-to-day running of a busy Club Community Organisation (CCO).
Qualifications	<ul style="list-style-type: none"> • A good standard of general education at Level 3 (A Level or equivalent) or higher. • Safeguarding training/qualification. 	<ul style="list-style-type: none"> • Educated to Degree level. • Project Management qualification (e.g., Prince 2 or equivalent).
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills, and able to work collaboratively with a range of partners. • Able to work both independently and as part of a team. 	<ul style="list-style-type: none"> • Knowledge and understanding of the priorities across Kirklees.

<p>Specific Skills and Knowledge (continued)</p>	<ul style="list-style-type: none"> • Excellent attention to detail. • A good understanding of the national Government agenda relating to communities. • Able to create a strong team culture by leading, managing, developing, supporting, and motivating a team of staff and volunteers. • A proven track record of securing funding for projects or initiatives. • Passionate about making a difference using the power of sport, physical activity, and education. • Solution-oriented with a positive attitude to problem-solving. 	
<p>Additional Requirements</p>	<ul style="list-style-type: none"> • Flexible approach to work and working hours, to meet the demands of the role. • 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. 	