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**Huddersfield Town Foundation –**

**Senior Education Manager**

**Up to £29,000 per annum depending on experience and qualifications.**

**35+ hours per week.**

**Fixed term until August 2024 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 development of our educational programmes. If you enjoy working with young people and want to improve their life chances through education, this is an opportunity not to be missed.

In this role, primarily you will manage and oversee the Education department for the organisation, focusing on delivery of the ‘Premier League Primary Stars’ and ‘Premier League Inspires’ projects within our partner Primary and Secondary Schools. The role will include the design, delivery, leadership, and evaluation of these projects and activities to achieve defined KPIs and secure ongoing external funding.

The post holder will also play a supporting role in the development of the partnerships with Calderdale College (female football academy) and the Foundation Degree programme in conjunction with EFLT (English Football League Trust) and USW (University of South Wales).

Candidates must have proven experience of working and liaising with schools, combined with knowledge of the National Curriculum for PE and experience of delivering workshops or interventions across Key Stages 3 and 4.

Applicants must be educated to degree level or equivalent and hold a FA Level 2 Coaching certificate or equivalent, and the AfPE Level 3 qualification in Supporting the Delivery of PE and School Sport. A valid First Aid certificate and Safeguarding certificate would be advantageous. Candidates must have excellent interpersonal and communication skills and well-developed leadership and management 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

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.

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**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 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/**](https://www.htafc.com/club/careers/)

To apply, please download an application form from the Careers section of our website. Completed applications must be submitted by **12 noon on Wednesday 17th August 2022**. Alternatively, please request an application form by email to:

[**recruitment@htafcfoundation.com**](mailto:recruitment@htafcfoundation.com)

Short-listed candidates will be invited to interview. Interviews are likely to take place in person on **Thursday 1st September 2022.**

For an informal discussion about this position please contact:

[**Kat.clarke@htafcfoundation.com**](mailto:Kat.clarke@htafcfoundation.com)or [**siobhan.atkinson@htafcfoundation.com**](mailto:siobhan.atkinson@htafcfoundation.com)