



# **HUDDERSFIELD TOWN FOUNDATION**

The Club's Official Charity

## **APPLICATION PACK**

### **BUSINESS SUPPORT ASSISTANT**

# WELCOME TO THE HUDDERSFIELD TOWN FOUNDATION

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Thank you for your interest in becoming a Business Support Assistant for the Huddersfield Town Foundation.

It is an incredible time to be joining the Charity as we continue in our work to tackle the consequences of inequality, providing positive opportunities and support to the community of Kirklees. Having launched our new strategy in January 2022, the Foundation now has a clear direction.

For 10 years as the official charity of Huddersfield Town Football Club the Foundation has been inspiring people, creating opportunities, and working with other local organisations to deliver a variety of projects across Kirklees. We've done a lot and there is more to do! We always work to create a new chapter in our story.

We are rooted in our community. 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. The Huddersfield Town Foundation can't meet all the challenges that face our community but there are issues where we strongly believe we can make a difference.

We are happy to answer any questions that you may have, and we look forward to receiving an application from you.



**Siobhan Atkinson**  
Chief Executive 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.

The Foundation has charitable status and has a Board of Trustees. Established in 2012 the organisation has grown to 26 staff and has an annual turnover of circa £1.1m.

## **OUR CULTURE**

Our culture is our character and personality. We are:

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

# BUSINESS SUPPORT ASSISTANT

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**REPORTS TO:** Head of Income Generation and Partnerships

**SALARY:** £18k-£22k per annum

**WORKING PATTERN:** Full time, 35 hours per week. Flexible working and/or reduced hours could be considered.

**FURTHER DETAILS:** Fixed term for two years in the first instance

We are aiming to appoint a Business Support Assistant to provide administrative support to the Charity overall as well as to key senior staff as required and directed. This key role within the organisation will help to ensure that day-to-day operations run smoothly and are well organised and resourced for the benefit of the wider team.

We are looking for someone with relevant experience to fulfil this role. The successful candidate will be creative, innovative, and resilient with the ability to manage multiple priorities and tasks through effective organisation and time management.

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 Business Support Assistant is a role that existed in the organisation pre-Covid and we are now in a position of growth to facilitate this role once more.

## **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 (commences on completion of probation)
- 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 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

# APPLICATION PROCESS

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Please find below details of the application process and further information to assist you in its completion.

To apply you should submit the following to [recruitment@htaafcfoundation.com](mailto:recruitment@htaafcfoundation.com)

- Completed application form. An application form can be requested from the email address above or downloaded from the Careers section of the Club's website [www.htafc.com/careers/](http://www.htafc.com/careers/)

## Closing date

12 noon on Wednesday 16<sup>th</sup> November 2022.

**All applicants will be notified of the outcome of their application. The volume of applications received prevents us from giving feedback to applicants who are not short listed to attend for interview.**

Should you wish to have an informal discussion about the role please contact:

Fraser Clark, Head of NCS 07741 671 065  
[Fraser.clark@htaafcfoundation.com](mailto:Fraser.clark@htaafcfoundation.com)

## Assessment

Applications are assessed against the 'essential' and 'desirable' criteria for the role, as set out on the person specification. Please, therefore, ensure that your application fully reflects how you meet these criteria.

The Huddersfield Town Foundation welcomes applications from all sections of the community.

We will apply for references for the successful candidate following the selection process.

# BUSINESS SUPPORT ASSISTANT JOB DESCRIPTION

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## Post Title

Business Support Assistant

## Department/Location

The Huddersfield Town Foundation, the Leeds Road Sports Complex

## Reports to

Head of Income Generation and Partnerships

## Overview of the Role

The Business Support Assistant will work across all departments in the organisation to support and ensure that day-to-day operations run smoothly, are well organised, and are resourced to the benefit of the wider team.

The Business Support Assistant will act as the first point of contact for the general public and undertake a range of administration tasks and duties that support the spectrum of staff from the CEO to programme leads and delivery staff.

## Functional Links

**Internal:** Huddersfield Town Foundation Chief Executive  
Huddersfield Town Foundation Chief Operating Officer  
Huddersfield Town Foundation staff including the Senior Leadership Team  
Programme Leads  
Staff and managers throughout the Foundation and the Club

**External:** Including but not limited to:

The Premier League Charitable Fund  
Schools in Kirklees and the surrounding areas  
Kirklees Council  
Other Football Club Foundations (CCOs)  
Members of the public

## Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Be the first point of contact for the Foundation (telephone, email, and in-person communication), handling and redirecting enquiries as appropriate.

- Monitor the general enquiries email inbox and directing and responding to messages appropriately.
- Provide administration support for team meetings and prepare minutes as and when required.
- Ensure the accuracy of the CRM database by regularly undertaking cleansing and updating of data, including ensuring that the Foundation data records comply with the General Data Protection Regulation and data protection legislation.
- Resolve any issues with office systems by liaising with Club's IT department and external service engineers as required.
- Be responsible for general office administration including photocopying, printing, collating, data entry, ordering office supplies, managing confidential waste and recycling, preparing emails, letters, spreadsheets, and setting up meetings by coordinating diaries.
- Update internal documentation (e.g., phone lists and organisation charts) as and when required.
- Support Foundation staff with updates and revisions to Foundation documents such as risk assessments, service level agreements, and monitoring reports.
- Maintain functional knowledge of Health and Safety in the workplace, and undertake associated training as required.
- Organise food bank volunteers for Huddersfield Town home fixture collections.

### **Other**

- Work match days, evenings, and weekends as required.
- The post holder will be required to undertake any other duties as required by the Head of Income Generation and Partnerships, 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 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 Business Support Assistant 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.

### **Accepted by:**

**Name (Printed)** .....

**Name (Signed)** .....

**Date** .....

**This job description was prepared in October 2022.**

**The proposed review of this job description is July 2023.**

# PERSON SPECIFICATION

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## Post Title

Business Support Assistant (Fixed term for two years in the first instance)

Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of in an administrative role.</li> <li>• Experience of professional and accurate communication including knowledge of letter writing, email construction, minute taking, and telephone communication.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic awareness of cash handling principles.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good level of literacy and numeracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety qualification.</li> <li>• Safeguarding training/ qualification.</li> <li>• Valid First Aid certificate.</li> </ul>
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong verbal and written communication skills.</li> <li>• Excellent organisational skills including the ability to manage own time, plan, and regulate and prioritise demands.</li> <li>• Competent user of IT including Microsoft Office applications.</li> <li>• Able to work on own initiative and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of health and safety principles and associated legislation.</li> <li>• Basic awareness of data protection legislation including the General Data Protection Regulation (GDPR).</li> </ul>

<b>Area of Expertise</b>	<b>Essential</b>	<b>Desirable</b>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>• Committed to equality and diversity initiatives and inclusive practice.</li> <li>• Suitable to work with children and young/vulnerable adults e.g., evidenced by an up-to-date DBS Disclosure.</li> <li>• Flexible approach to work and working hours, to meet the demands of the role.</li> <li>• Able to work with minimal supervision and to maintain confidentiality of company information.</li> </ul>	<ul style="list-style-type: none"> <li>• Lives within a reasonable distance to travel to work.</li> <li>• Willing to travel throughout Kirklees, as may occasionally be required, using own or public transport.</li> </ul>