



# **HUDDERSFIELD TOWN FOUNDATION**

The Club's Official Charity

## **APPLICATION PACK**

**PREMIER LEAGUE KICKS MENTOR**

# WELCOME TO THE HUDDERSFIELD TOWN FOUNDATION

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Thank you for your interest in becoming the Premier League Kicks Mentor 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

# PREMIER LEAGUE KICKS MENTOR

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**REPORTS TO:** Senior Youth Engagement Manager

**SALARY:** £21k-£25k per annum

**WORKING PATTERN:** Full time, 35 hours per week

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

The Premier League Kicks Mentor will support young people aged 11-16 who are at risk of becoming involved in youth violence, either as a victim or as a perpetrator. The aim of the programme is to divert young people away from serious youth violence, knife crime, gang membership, child crime, and sexual exploitation by forming trusted relationships with those identified as being at risk. Working closely with partner agencies, the post holder will attend meetings and strategic forums, gathering and sharing relevant information as required. The post holder will also support education providers and communities to develop approaches that build young people's resilience, ability to recognise and minimise risk, and prevent exploitation.

The Huddersfield Town Foundation will deliver specific structured and targeted interventions around self-development, ways in which to become more resilient, the cause and effect of our actions, coping with transition, goal setting, and personal development. The post holder will work with young people for 6 to 12 weeks with the intention of introducing and reinforcing protective factors to reduce the risk of them becoming involved in the criminal justice system. The Huddersfield Town Foundation programme will be based around this 12-week timeframe to support young people to be ready to transition into new environments, also monitoring and evaluating the difference that the programme has had on the lives of the participants.

While one-to-one mentoring will be a large focus of this project, the post holder will also be required to deliver a range of group sessions as appropriate to the cohort.

The post holder will also deliver on other programmes such as Premier League Kicks, Premier League Inspires and PEAK (Positive Engagement Against Knives) where the content delivered supports vulnerable young people, and ensures we have a pathway of support available to targeted individuals. The role will provide support and coordination as designated by the Senior Youth Engagement Manager.

## **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@htafcfoundation.com](mailto:recruitment@htafcfoundation.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 whether they are invited to attend interview or if they have unfortunately been unsuccessful on this occasion.**

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

Joe Scargill, Senior Youth Engagement Manager – 07947 564 331  
[Joe.scargill@htafcfoundation.com](mailto:Joe.scargill@htafcfoundation.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.

# PREMIER LEAGUE KICKS MENTOR JOB DESCRIPTION

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## Post Title

Premier League Kicks Mentor

## Department/Location

The Huddersfield Town Foundation, the Leeds Road Sports Complex

## Reports to

Senior Youth Engagement Manager

## Overview of the Role

The Huddersfield Town Foundation will deliver a specific structured targeted intervention around self-development, ways in which to become more resilient, the cause and effect of our actions, coping with transition, goal setting, and personal development. The post holder will work with young people for 6 to 12 weeks with the intention of introducing and reinforcing protective factors to reduce the risk of them becoming involved in the criminal justice system. The Huddersfield Town Foundation programme will be based around this 12-week timeframe to support young people to be ready to transition into new environments, monitoring and evaluating the difference that the programme has had on the lives of the participants.

While one-to-one mentoring will be a large focus of this project, the post holder will also be required to deliver a range of group sessions as appropriate to the cohort.

The post holder will also deliver on other programmes such as Premier League Kicks, Premier League Inspires and PEAK (Positive Engagement Against Knives) where the content delivered supports vulnerable young people and ensures we have a pathway of support available to targeted individuals.

## Functional Links

**Internal:** Huddersfield Town Foundation Chief Executive Officer  
Chief Operating Officer and Foundation Heads of Department  
Project Managers  
Delivery staff  
Staff and managers throughout the Foundation and Club

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

Schools and Colleges in Kirklees and the surrounding areas, and their staff  
Pupil Referral Units

Students and their parents/carers  
Community groups and leaders  
Other Football Club Community Trusts  
Premier League and other Football Governing Bodies  
West Yorkshire Police  
Kirklees Council – Early Help and Intervention Service, Education department, and Youth Offending Team  
Youth engagement organisations  
HMP New Hall  
West Yorkshire Police

## Key Performance Indicators

Our Kicks mentoring programme will aim to inspire young people to achieve their potential and improve their mental and physical wellbeing. By working closely with the young people, education establishments, and the local authority, we will be able to develop individualised goals and outcomes for each young person as part of the programme to support their development and future progression within education. The post holder will also deliver on Premier League Kicks, Premier League Inspires, and the PEAK programme to ensure the young person is supported with the best intervention at the time, in accordance with their needs.

The specific aims of the programme, against which the post holder will be assessed, are:

- Building confidence and trust of the young people.
- Empowering young people to positively influence delivery of the sessions they attend.
- Supporting young people to:
  - Achieve their potential.
  - Improve their mental and physical wellbeing.
  - Build their levels of resilience.
  - Improve and foster a positive approach to school attendance and educational achievement.
- Integrating young people into wider community networks and opportunities, which may include the Premier League Kicks Programme.
- Steering young people away from criminal behaviour and developing their understanding of the impact on themselves, their family, and their community when crime is committed.
- Monitoring and evaluating the programme effectively, measuring its performance against pre-determined key performance indicators.

- Collecting data associated with the programme and uploading this to CRM systems as required.

## **Role Specific Responsibilities and Accountabilities**

The post holder will be required to:

- Deliver one-to-one intensive support for a caseload of young people, providing high-intensity, innovative and diversionary interventions to young people identified as being involved, or at risk of becoming involved, in the criminal justice system.
- Advocate for and become a trusted point of contact for young people.
- Work closely with family members/carers, extended family, school/training providers, the Police, housing services, and any other specialist workers, to access and refer young people to additional services as necessary.
- Work closely with partner agencies to identify and provide intervention for those young people at risk.
- Facilitate work programmes and activities, working closely with other external agencies to reduce the risks to the young person/people.
- Make clear and defensible assessments in relation to young people's risk and vulnerability and develop and contribute towards a plan of intervention that is continuously open to review.
- Ensure that all assessments, case contacts, intervention plans, and management plans are recorded in an appropriate format, taking into account all data protection and GDPR considerations.
- Ensure that case information is effectively updated and maintained on an ongoing basis to reflect good practice, also enabling colleagues to access information on young people and parents/carers according to their role and need.
- Liaise regularly with other external/partner agencies and attend relevant meetings to effectively monitor young people who are at risk, also ensuring that information and intelligence are shared with all due regard to data protection legislation.
- Work with partner agencies such as the Youth Offending Team (YOT), the Police, Early Help and Social Care colleagues to plan, organise, and deliver activities and projects as part of an intervention plan that will enable young people to reduce their risk of exploitation, offending, serious harm, and vulnerability.
- Design, develop, and maintain a consistent youth voice forum to capture feedback and influence from participants on how to deliver sessions on the Huddersfield Town Foundation's youth engagement programme.



- Work with partner agencies to promote and ensure safeguarding of children and young people.
- Act as an Ambassador for the Huddersfield Town Foundation, building strong and effective relationships with partners and participants to ensure that interest in Foundation projects and programmes is sustained.
- Monitor and evaluate the programme effectively, measuring its performance against pre-set key performance indicators.
- Collect data associated with the programme and upload this to CRM systems as required.
- Provide feedback to major funding providers in the form of a qualitative report.

### **Other**

- Attend all required induction and training events organised by and through the Huddersfield Town Foundation.
- Contribute to fundraising and income generation for the Huddersfield Town Foundation, as required from time to time, to support and sustain the work of the organisation.
- Work occasional match days, evenings, and weekends as required.

The post holder will be required to undertake any other duties as required by the Senior Youth Engagement Manager, the Chief Executive Officer, and/or any other Senior Manager/Director, 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. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is anticipated that the role of Premier League Kicks Mentor 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

## Post Title

Premier League Kicks Mentor (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 working with vulnerable and hard to reach young people.</li> <li>• Previous experience of training and mentoring delivery staff and young people.</li> <li>• Experience of developing stakeholder relationships with external agencies and partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a sport and physical activity setting and/or sports sessions.</li> <li>• Experience of working in secondary education.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 2 Youth Work or equivalent Mentoring qualification.</li> <li>• Safeguarding training/qualification.</li> <li>• Valid First Aid Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>• Holds QTS, QTLS status or other relevant teaching qualification.</li> <li>• Educated to degree level in a relevant discipline e.g., Health and Social Care, Youth Work etc.</li> <li>• A FA Level 2 or equivalent sports qualification.</li> </ul>
<b>Specific skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Able to work both independently and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Significant understanding of the Kirklees communities and the challenges young people face.</li> <li>• Excellent knowledge of local referral agencies and proven ability to effectively engage with them.</li> </ul>

Area of Expertise	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Well-organised with the ability to manage own workload.</li> <li>• Experience of monitoring and evaluating work, planning, and recording.</li> <li>• Excellent understanding of safeguarding requirements for children and vulnerable young people.</li> <li>• Able to inspire and motivate young people.</li> <li>• Competent user of IT including Microsoft Office applications.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial skills including budget management.</li> <li>• Able to listen to and empathise with children, young people, and adults, incorporating their views and choices in service delivery.</li> </ul>
<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>• Friendly, honest, and reliable.</li> <li>• Professional appearance.</li> <li>• Able to travel to a wide range of locations, using own or public transport.</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence.</li> <li>• Willing to learn and take part in ongoing training and professional development.</li> <li>• Good knowledge of Health and Safety legislation and associated best practice.</li> </ul>