



HUDDERSFIELD TOWN FOUNDATION

The Club's Official Charity

APPLICATION PACK

**SECONDARY SCHOOLS EDUCATION
MANAGER**

WELCOME TO THE HUDDERSFIELD TOWN FOUNDATION

Thank you for your interest in becoming the Secondary Schools Education Manager 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

SECONDARY SCHOOLS EDUCATION MANAGER

REPORTS TO: Senior Education Manager

SALARY: £21-25k per annum

WORKING PATTERN: Full time, 35 hours per week

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

Premier League Inspires is an education programme, developed by the Premier League and professional football clubs and newly added to the Huddersfield Town Foundation's portfolio in September 2022. Young people today face a variety of ever-evolving challenges, with more than ever experiencing mental health issues. Teachers and practitioners in secondary schools and the education sector face multiple pressures and each school has differing priorities, including in approach to pastoral care, behaviour management and emotional support.

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 to develop approaches that build young people's resilience, provide inspiration and aspiration, while also developing the ability to recognise risk and prevent exploitation.

The Huddersfield Town Foundation will deliver specific structured 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 Huddersfield Town Foundation programme will be based around an agreed 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.

The programme is delivered in a mix of one-to-one mentoring and a range of group sessions as appropriate to the cohort.

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

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

- 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/

Closing date

12 noon on Wednesday 16th 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

Dan Jarvis, Senior Education Manager – 07741 671 058
dan.jarvis@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.

SECONDARY SCHOOLS EDUCATION MANAGER JOB DESCRIPTION

Post Title

Secondary Schools Education Manager

Department/Location

The Huddersfield Town Foundation, the Leeds Road Sports Complex

Reports to

Senior Education Manager

Overview of the Role

The purpose of the role of Secondary Schools Education Manager is to:

- Provide opportunities for learning and life skills that help disengaged young people aspire to achieve their potential, regardless of background and ability.
- Signpost individuals to the Huddersfield Town Foundation's community projects, including participation and voluntary opportunities.
- Build positive relationships with secondary schools across Kirklees.
- Project manage, deliver, monitor, and evaluate the impact of the Huddersfield Town Foundation's 'Premier League Inspires' programme.

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:

Head Teachers, Teachers, and pupils
Pupil Referral Units
Students and their parents/carers
Community groups and leaders
Community Hubs
Youth Work Organisations
Careers Agencies
Kirklees Council

Premier League Charitable Fund and other Football Governing Bodies

Key Performance Indicators

- Participants develop their knowledge and skills.
- Participants improve attendance and or educational attainment.
- Participants progress in / into employment, education, and training.
- School sign-up numbers secured for each academic year.

Quantitative and qualitative targets relating to the key performance indicators above will be agreed with the post holder on at least an annual basis.

Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Plan and deliver high quality interventions, including but not limited to, behaviour, attendance, literacy, numeracy, PSHE, Youth Voice, social action, and employability.
- Work in partnership with schools, teachers, parents, children, and young people to build and maintain positive relationships with them.
- Work closely with schools and other Foundation delivery staff to ensure all KPIs are agreed for individual schools and that these are achieved.
- Deliver high quality mentoring and group work in school settings, up to four days per week.
- Plan and deliver collapsed curriculum days around building aspirations and realising potential.
- Work with school staff to select and mentor students who have been identified as disengaged in their learning and/or at risk of not fulfilling their potential.
- Project manage and deliver the Premier League Inspires Challenge.
- Create and utilise resources to engage young people in their learning.
- Monitor and evaluate the impact of the delivery and ensure this is on track and develop case studies that demonstrate the impact of the programme.
- Recruit new schools and retain existing schools to the programme.
- Organise and deliver extracurricular activities and signpost to wider Huddersfield Town Foundation provision such as Premier League Kicks.

- Plan and deliver collaborative community cohesion projects between schools to work on youth-led social action projects.
- Identify ways to further develop the Huddersfield Town Foundation's secondary education offer, and source funding to ensure the sustainability of this offer.
- Act as an Ambassador for the Huddersfield Town Foundation, building strong and effective relationships with partners and participants to ensure that interest and engagement in Foundation projects and programmes are sustained.
- Monitor and evaluate the programme effectively, measuring its performance against pre-determined 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 Education 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 Secondary Schools Education Manager 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

Secondary Schools Education Manager (Fixed term for two years in the first instance)

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previous recent experience of working in the education or charity sector. • Previous experience of planning and delivering interventions with young people in a range of areas, such as behaviour, attendance, and education. • Experience of achieving set targets and outputs. • Experience of monitoring and evaluating the success and outputs of projects. 	<ul style="list-style-type: none"> • Previous experience in a sporting environment. • Experience of working in the charitable sector. • Experience of line managing and developing staff.
Qualifications	<ul style="list-style-type: none"> • A good standard of general education including high level literacy and numeracy skills. • Level 3 qualification e.g., A Levels or BTEC Extended Diploma, or equivalent level of ability. 	<ul style="list-style-type: none"> • A degree or equivalent in youth work, sports development, or other related discipline. • Teaching qualification e.g., PGCE, Cert Ed, and Qualified Teacher Status. • Safeguarding children training/ qualification. • Valid First Aid certificate.
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Up to date knowledge of the education system and the national curriculum. 	<ul style="list-style-type: none"> • Experience of sourcing appropriate grant/funding opportunities and preparation of funding application content.

Area of Expertise	Essential	Desirable
Specific Skills and Knowledge (Continued)	<ul style="list-style-type: none"> • Competent user of IT including Microsoft Office applications. • Excellent communication skills, both written and verbal, and able to communicate effectively with people from all backgrounds. • Able to work on own initiative and with minimal supervision. • Knowledge of differentiation in teaching and learning, and able to adapt learning to engage all participants. • Excellent organisational skills. • Able to plan and implement interventions, assemblies, PSHE lessons and sports activities. 	
Additional Requirements	<ul style="list-style-type: none"> • 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 Enhanced Disclosure. • Full driving licence and the use of a vehicle, and/or the ability to travel throughout Kirklees. • Flexible approach to work and working hours, to fulfil the requirements of the role. 	



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