



HUDDERSFIELD TOWN FOUNDATION

The Club's Official Charity

APPLICATION PACK PRIMARY STARS MANAGER

WELCOME TO THE HUDDERSFIELD TOWN FOUNDATION

Thank you for your interest in becoming a Primary Stars 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

PRIMARY STARS MANAGER

REPORTS TO: Senior Education 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

We are aiming to appoint a further Primary Stars Manager within our Education department. The post holder will support the development of the Primary Stars programme, expanding the number of schools with which we partner while also managing direct delivery staff and working alongside the whole organisation.

We are looking for someone with relevant experience to fulfil this role. The successful candidate will be creative and innovative, able to support to create change, source funding, and play a key part in supporting 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. Premier League Primary Stars is an established programme in the organisation and forms part of a wider network with over 90 other Club Community organisations delivering. The Foundation 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 (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@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/

Closing date

11:00am on Monday 5th December 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:

Daniel Jarvis, Senior Education Manager 07741671058
Dan.jarvis@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.

PRIMARY STARS MANAGER JOB DESCRIPTION

Post Title

Primary Stars Manager

Department/Location

The Huddersfield Town Foundation, the Leeds Road Sports Complex

Reports to

Senior Education Manager

Overview of the Role

The Primary Stars Manager will work closely with their fellow Primary Stars Manager to develop and implement the Primary Stars project. The post holder will also work with the Senior Education Manager, Community Coaches, and other members of the Huddersfield Town Foundation team to promote and publicise the activities and outcomes delivered across programmes and events.

The Primary Stars Manager will support the Foundation to promote its activities to a range of key current and potential audiences. The post holder will develop and implement communication that will deliver meaningful increased awareness for the Huddersfield Town Foundation across Kirklees and Yorkshire that enhances the organisation's reputation and brand.

Functional Links

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

External: Including but not limited to:

The Premier League Charitable Fund
The FA PE Unit
West Riding County FA
Schools in Kirklees and the surrounding areas
Kirklees Council
Musica Kirklees
Other Football Club Foundations (CCOs)

Key Performance Indicators

- Evidence of successfully achieving KPIs set by the Premier League Charitable Fund in relation to the programme funding.
- Increased engagement in the Primary Stars Programme from schools across Kirklees, and development of associated income generation.
- Evidence of maximising wider enrichment opportunities for Primary age children particularly in relation to equality, diversity, and inclusion.

Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Promote and recruit schools to sign up to for the Huddersfield Town Foundation's Premier League Primary Stars programme and work to develop long lasting relationships with schools across a range of areas.
- Provide and ensure delivery of high-quality Physical Education and educational support in schools across Kirklees and the surrounding areas.
- Develop and implement interventions and workshops that will deliver the aims of the Primary Stars project.
- Effectively and efficiently manage allocated budgets.
- Identify, create, and manage strong relationships with a range of educational establishments to ensure the ongoing success of the programme.
- Develop and implement a quality assurance process for the programme.
- Ensure Teacher mentoring support is high quality, fit for purpose, and meets the requirements of the National Curriculum.
- Organise Teacher CPD to further upskill teachers within Premier League Primary Stars schools.
- Ensure social action projects are delivered in line with PLCF requirements.
- Promote female engagement in physical activity both in school and community time.
- Provide line management to Foundation Coaches who predominantly deliver on the Primary Stars programme, undertaking performance reviews on a regular basis, identifying areas of strength and development needs, and implementing strategies to support and develop each person.

- Ensure the implementation of project delivery, including all monitoring and evaluation requirements for funding providers.
- Adopt effective approaches in relation to managing staff, in accordance with individual needs and best practice.
- Help staff develop confidence and competence by modelling good practice and acting as a mentor.

Other

- Take responsibility for and be committed to personal and professional development, also keeping up to date with legislation, regulation, guidance, standards, Government policy and research relating to all aspects of the role.
- Work 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. 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 Primary Stars 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 November 2022.

The proposed review of this job description is July 2023.

PERSON SPECIFICATION

Post Title

Primary Stars Manager (Fixed term for two years in the first instance)

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working in a sport and/or physical activity environment. • Experience of planning and delivering Physical Education to National Curriculum guidelines and with a focus on Teacher CPD. • Experience of engaging with and selling a product. • Proven experience as a line manager of others. 	<ul style="list-style-type: none"> • Experience in youth work. • Experience in delivering English, Maths, and/or PSHE interventions. • Experience in managing budgets.
Qualifications	<ul style="list-style-type: none"> • Range of sports qualifications including at least one NGB Level 2 qualification or above in any sport. • Safeguarding qualification. 	<ul style="list-style-type: none"> • A recognised teaching qualification/Qualified Teacher Status. • FA Level 2 in Coaching Football. • First Aid qualification. • Level 3 Teaching Assistant or Level 4 Higher Level Teaching Assistant Qualification.
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Skilled in monitoring and evaluating programmes/projects. • Excellent verbal and written communication skills. • Able to plan and implement educational interventions and assemblies. 	<ul style="list-style-type: none"> • Knowledge of Premier League Primary Stars. • Knowledge of PLCF and EFL Trust.

Area of Expertise	Essential	Desirable
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Excellent organisational skills including the ability to manage own time, plan, and regulate and prioritise demands. • Able to liaise with partners and people from all backgrounds in a professional manner. • Competent user of IT including Microsoft Office applications. • Focused on achievement, targets, and continuous improvement of programme delivery. • Able to work on own initiative and as part of a team. 	
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. • Flexible approach to work and working hours, to meet the demands of the role. • Passionate about making a difference through sport and other community-based projects. • Able to travel to a wide range of locations, using own or public transport. 	<ul style="list-style-type: none"> • Lives within a reasonable distance to travel to work. • Knowledge of the Kirklees demographic and the specific and unique issues facing young people in this community.