



# **HUDDERSFIELD TOWN FOUNDATION**

The Club's Official Charity

## **APPLICATION PACK**

### **Children in Care Manager**

# WELCOME TO THE HUDDERSFIELD TOWN FOUNDATION

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Thank you for your interest in becoming the Children in Care 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 25 full-time staff and has an annual turnover in excess of £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.

# CHILDREN IN CARE MANAGER

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**REPORTS TO:** Senior Youth Engagement Manager

**SALARY:** £22,500 - £28,500 per annum depending on skills and experience

**WORKING PATTERN:** Full time, 37.5 hours per week

**FURTHER DETAILS:** Fixed term until 31<sup>st</sup> August 2025 in the first instance

The Children in Care Manager will manage, coordinate, and deliver on the Huddersfield Town Foundation's support programme for young people who have experienced the care system. This programme targets people aged 13-25 who have been/are currently in or are transitioning out of the Kirklees Council Care System.

Using the power of football and the brand of Huddersfield Town AFC, the Foundation's care-experienced youth programme inspires young people to achieve their potential, improve their wellbeing, develop life skills, and create positive pathways to living independently through consistent mentoring, meaningful activities, and interactive educational workshops.

Actively contributing to the continued development of the care-experienced youth programme, the post holder will work closely with partner agencies and the local authority. The role will require attendance at stakeholder meetings and strategic forums to gather and share relevant information.

The post holder will also support education providers and communities to develop approaches that build young people's resilience, aspirations, and ability to create meaningful routines for living independently and contributing to communities.

Monitoring and evaluation will be key aspects of the role. Collecting quantitative and qualitative data and reporting on this to effectively demonstrate impact and performance against agreed key performance indicators will be critical to the success of the programme.

## **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.
- 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 a completed application form to:  
[recruitment@htaafcfoundation.com](mailto:recruitment@htaafcfoundation.com)

- 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/club/careers/](http://www.htafc.com/club/careers/)

## Closing date

9:00am on Monday 23<sup>rd</sup> October 2023.

The selection event is likely to take place in the week commencing 30<sup>th</sup> October 2023.

**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:

Joe Scargill, Senior Youth Engagement Manager

[joe.scargill@htaafcfoundation.com](mailto:joe.scargill@htaafcfoundation.com) 07947 564 331

## Assessment

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

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

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 disabled candidates. We are also seeking to diversify our workforce, particularly by gender and ethnicity.

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

# CHILDREN IN CARE MANAGER JOB DESCRIPTION

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## Post Title

Children in Care Manager

## 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 (HTF) in partnership with Kirklees Council is delivering a project to support children in care (CIC) who are transitioning away from the care system and into independent living.

The programme has three key areas for delivery:

- TURN OUT:** A 12-week mentoring programme targeting Care Leavers furthest away from accessing opportunities to create meaningful routines, employment, education, and training. The programme focuses on helping Care Leavers:
  - Build self-esteem to create positive, healthy relationships with themselves and others.
  - Access Council and community services supporting independent living and wellbeing.
  - Contribute to communities through volunteering, social action, and progressing goals.
- School Delivery:** A preventative programme supporting children with experience of being in care. This key area collaborates closely with School Pastoral Care and CIC Teams to help present- or previously- looked after children develop life skills, engage in physical activities, and build strong social connections. Its aim is to equip CIC with skills, tools, and techniques to make the most of their education and develop coping strategies.
- Training and Development:** Working with businesses, charities, the University of Huddersfield, and training providers to offer CIC and Care Leavers work experience and opportunities to learn a range of meaningful skills. This key area includes collaborating with other businesses and Club Community Organisations working with CIC and Care Leavers to disseminate best practice, aiming to support a growing societal need.

The Huddersfield Town Foundation aims to provide CIC and Care Leavers with a range of positive experiences to build their aspirations, enhance their resilience, and encourage a positive outlook for the future.

The post holder will show a commitment to working with people, partners, and practitioners in innovative and effective ways.

Applied knowledge will be demonstrated through the ability to develop and deliver sessions with partners and care-experienced young people to address mental and physical health, life skills, employability, and motivational needs.

## **Functional Links**

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

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

Kirklees Council:

- Children in Care and Leaving Care Services
- Children Social Care
- Kirklees Safeguarding Children Partnership
- Stronger Families Programme
- Youth Engagement Services
- Youth Justice Services
- Employment and Skills Service
- Virtual School

Supported & Semi-Independent Living Residences

Schools and Colleges in Kirklees

The University of Huddersfield

Community groups and leaders

Other Football Club Community Trusts

Premier League and other Football Governing Bodies

West Yorkshire Police

Care Leavers Covenant

## **Key Performance Indicators**

The Foundation's care-experienced youth programme will aim to inspire children in care and care leavers to achieve their potential and access positive pathways. Guided by the Premier League and Professional Footballers Association (PLPFA) and the Premier League Charitable Fund's (PLCF) Theory of Change and Outcomes

Framework, programme performance is monitored by a series of key performance indicators (KPIs) agreed with the PLPFA in the delivery plan for the academic year.

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

- Number of young people that have attended the programme.
- Number of core programmes developed, and sessions delivered.
- Developing, consolidating, and enhancing links between the Huddersfield Town Foundation and partner organisations.
- Collaborating with businesses, charities, and training providers on practical steps to support CIC and Care Leavers through work experience.
- Offering CIC and Care Leavers work placements.
- Creating progression pathways for CIC and Care Leavers towards employment, education, and training.
- Connecting CIC and Care Leavers with local health and life skill services.
- Engaging and inspiring CIC and Care Leavers through meaningful and relevant workshops.
- Engaging CIC and Care Leavers in physical activities.
- Supporting CIC and Care Leavers to improve mental and physical health and wellbeing.
- Supporting CIC and Care Leavers to access voluntary opportunities.
- Providing young people with access to qualifications.
- Building confidence and self-esteem within CIC and Care Leavers.

### **Role Specific Responsibilities and Accountabilities**

The post holder will be required to:

- Coordinate the overall delivery of the care-experienced youth programme, ensuring all KPIs are met, as agreed with programme funders.
- Deliver meaningful outcomes for CIC and Care Leavers through a person-centred approach and consistent safeguarding practices.
- Quality assure sessions to ensure delivery is to the highest standard.
- Plan and deliver workshops for programme participants, covering a range of topics including self-awareness, physical and mental health, social connections, goal setting, employability, life skills, motivation, habit building, and reflection.
- Coordinate reflective and protected learning spaces with Kirklees Council Leaving Care Team to ensure high-quality programme delivery, including quality assurance and troubleshooting at sessions, is implemented.
- Ensure all activities are correctly recorded with the appropriate risk assessments, safeguarding and health and safety procedures put in place.

- Deliver fun and engaging activities, innovative and progressive interventions, and social action projects relevant to the specific wants/needs of CIC and Care Leavers.
- Work closely with external functional links and other specialised professionals, to access and refer to additional services as necessary.
- Organise sessions and fixtures, with Kirklees Council Leaving Care Team, for the Unaccompanied Asylum-Seeking and Leaving Care football group.
- Support CIC and Care Leavers to positively engage with physical activity and recognise how it can become a part of meaningful routines.
- Coordinate and encourage CIC and Care Leavers to demonstrate autonomy in the social action element of the care-experienced youth programme, ensuring participants are provided with an opportunity to support their local community.
- Attend Kirklees CIC and Care Leavers Forum meetings and facilitate a participant ambassador role to support development of the programme.
- Collaborate with Club Community Organisations and Care Leavers Covenant Football Family to create a project steering group.
- Work with Kirklees Council CIC and Leaving Care Services to identify and assess targeted needs, ensuring a range of interventions are utilised for achieving goals.
- Communicate within the Kirklees Council Employment Training & Education (ETE) steering committee.
- Promote the care-experienced youth programme in schools and in community settings across Kirklees to ensure the programme is addressing the needs of CIC and Care Leavers.
- Develop effective working relationships with key partners and agencies, raising the profile of the Huddersfield Town Foundation through building local networks and representation in community groups.
- Raise the profile of future care-experienced youth engagement projects through media, word of mouth, and effective use of incentivised initiatives.
- Act as an ambassador for the Huddersfield Town Foundation, building strong and effective relationships with partners and participants to ensure that interest in Foundation programmes is sustained.
- Collect data associated with the programme and upload it to recognised CRM systems.

- Monitor and evaluate the programme effectively, measuring performance against pre-set KPIs, and compile evidence on the programme's progress.
- Write reports demonstrating impact to key funders, including the Premier League and Professional Footballers Association, as and when required.
- Assist the Senior Leadership Team to secure external funding through a range of sources, including writing funding applications to other charities and agencies.

### **Other**

- Attend all required induction and training events organised by and through the Huddersfield Town Foundation.
- Contribute to fundraising/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 Huddersfield Town Foundation Chief Executive Officer, and/or any other Senior Leadership Team member, commensurate with the level of the post.

### **Behaviour/Conduct**

The post holder will be required to:

- Be proactive with workload.
- 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 at all times 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 Children in Care 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 support and uphold this zero-tolerance approach and contribute to our 'Terriers Together' Equality, Diversity, and Inclusion Strategy.

**Accepted by:**

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

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

**Date** .....

**This job description was reviewed in October 2023.**

**The proposed review of this job description is July 2024.**

# PERSON SPECIFICATION

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## Post Title

Children in Care Manager (Fixed term to August 2025 in the first instance)

Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with groups presenting complex health and/or behavioural needs.</li> <li>• Experience of working with and mentoring young people.</li> <li>• Experience of designing and delivering interventions around life skills.</li> <li>• Experience in project management.</li> <li>• Experience of working with external agencies and partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people in care services.</li> <li>• An awareness of issues for children in care and leaving care.</li> <li>• Experience of budget management and project development.</li> <li>• Experience of community club organisations (CCOs).</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Valid First Aid Certificate.</li> <li>• Youth Work/Mentoring qualification at Level 2 or higher.</li> <li>• Safeguarding training/qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• First for Sport Level 2 Award in Multi-Skills Development in Sport, or other equivalent Level 2 NGB qualification.</li> </ul>
<b>Specific skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Well-organised with the ability to manage own workload.</li> <li>• Able to deliver and receive instruction to and from others.</li> </ul>	<ul style="list-style-type: none"> <li>• Good understanding of the Kirklees district and its communities.</li> <li>• Excellent knowledge of local agencies and proven ability to effectively engage with them.</li> <li>• Experience of listening to children, young people, and adults, and incorporating their views and choices in service delivery.</li> </ul>

Area of Expertise	Essential	Desirable
<b>Specific skills and knowledge (continued)</b>	<ul style="list-style-type: none"> <li>• Experience of monitoring and evaluating work, planning, and recording.</li> <li>• Experience of report writing to funding providers to communicate impact.</li> <li>• Excellent understanding of safeguarding requirements for vulnerable children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the Children in Care system within local authorities.</li> <li>• Excellent knowledge of local agencies and proven ability to effectively engage with them.</li> <li>• Knowledgeable of motivation models and capable of applying in practice.</li> <li>• Previous knowledge of working with Salesforce or other CRM software.</li> </ul>
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <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> <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 Enhanced Disclosure.</li> <li>• Willing to learn and take part in Continuing Professional Development (CPD).</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence.</li> <li>• Good knowledge of Health and Safety legislation and associated best practice.</li> </ul>