

The Huddersfield Town Foundation Head of Programmes

£33,500 - £38,000 per annum depending on experience and qualifications

37.5+ hours per week

Fixed term to August 2025 in the first instance

In this newly created role, you will be responsible for the strategic development of the Foundation's charitable delivery programmes, which are currently in the areas of Education, Youth Engagement, and Health. The successful applicant will manage the delivery and development of our existing programmes, as well as the associated staff, also acting as a key member of the Foundation's Senior Leadership Team and working with a range of partners across the public, private, and voluntary sectors.

Candidates must have senior management/leadership experience, ideally from within the sports sector, to be considered for this senior position. The successful candidate will be a supportive and motivational leader and manager who can implement and lead on change and play a key part in ensuring the delivery of the Huddersfield Town Foundation's strategy.

Applicants must be educated to Level 3 (A Level or equivalent) or higher with a strong track record in leading and managing both projects and people. Candidates must have a collaborative approach to working with others, the ability to work calmly and to meet deadlines, and be passionate about making a difference through the power of sport, physical activity, and learning.

We receive a high volume of applications for our vacancies and as such we encourage you to ensure that your application details how you feel you match our requirements. The volume of applications received prevents us from being able to provide feedback at short-listing stage. Please ensure that your application is:

- Fully completed.
- Tailored for the requirements of the role – Section 6 of the application form should reflect how you meet the 'essential' and 'desirable' criteria for the position as detailed on the person specification (please follow the instructions on the application form).
- Accurate in terms of content and presentation.
- Submitted by the specified deadline.

Please also highlight any factors that you would like us to consider, for example, if you have a disability or health condition that may require us to make reasonable adjustments in accordance with the Equality Act 2010.

Safeguarding

The Huddersfield Town Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As this role is likely to involve the supervision of and work with children and young people or vulnerable adults, the successful candidate will require an Enhanced Criminal Records Check (CRC) through the Disclosure and Barring Service (DBS) and clearance to work in football.



The Club's Official Charity



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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.

Equality & Inclusion

Huddersfield Town AFC and the Huddersfield Town Foundation are committed to promoting a diverse and inclusive community – a place where everyone can be themselves and in which everyone feels valued and included and supported to achieve their full potential. We offer a range of family-friendly and inclusive employment arrangements, and we have a zero-tolerance approach to any form of discrimination.

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.

Further information about the Company, and what it is like to work with us can be accessed from the Careers section of our website:

<https://www.htafc.com/club/careers/>

For an informal discussion about this position, please contact Kat Clarke, Chief Operating Officer Kat.Clarke@htafcfoundation.com

To apply, please download an application form from our website. Please note that we do not accept CVs.

Completed applications must be submitted by email to recruitment@htafcfoundation.com by **12:00pm on Monday 13th November 2023**.

Short-listed candidates will be invited to attend a selection event, which is likely to take place in the week commencing 27th November 2023.