



HUDDERSFIELD TOWN FOUNDATION

The Club's Official Charity

APPLICATION PACK

PROJECT WORKER

WELCOME TO THE HUDDERSFIELD TOWN FOUNDATION

Thank you for your interest in becoming a Project Worker 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.

PROJECT WORKER

REPORTS TO: The post holder will report to various Programme Managers depending on the projects and programmes to which you are allocated.

SALARY: £20,500 - £23,000 per annum.

WORKING PATTERN: Full time, 37.5 hours per week.

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

We are aiming to appoint Project Workers to support the expanding delivery of the Foundation's projects and programmes. We are looking for candidates with a variety of skill sets from youth work, mentoring and counselling, to teaching assistant and classroom support, through to sports coaching.

Working with a broad age range of participants, delivery will take place in different locations including schools and other community settings; therefore, you will be required to work both indoors and outdoors, have a flexible approach to work and working hours, as well as the ability to travel to different locations as part of the role.

The post holder will work across a variety of the Foundation's projects and will be matched to projects based on their experience and skills. Our programmes include but are not limited to:

- Premier League Primary Stars – an established programme that aims to inspire children aged 5-11 to learn, be active, and develop important life skills both in and out of the classroom, through supporting teachers and pupils in subjects including Physical Education, English, Maths, and PSHE.
- Premier League Inspires - An education programme, that supports young people at risk of not meeting their full potential within Kirklees secondary schools. Young People are supported through one-to-one mentoring and structured targeted group interventions around self-development, resilience, and confidence.
- Premier League Kicks - The youth outreach programme that aims to create safer, stronger, and more respectful communities through the development of young people's potential, while providing access to weekly semi-structured sports activities and mentoring.
- Health and Wellbeing - A range of activities designed to support Kirklees communities with their health and wellbeing. Activities range from chair-based exercise sessions, walking groups, walking football, wellbeing football, and social groups to combat loneliness and support adults with dementia.

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. The Foundation Board has ambitious plans to develop 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).
- Death in Service cover (4 x annual salary).
- 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.



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APPLICATION PROCESS

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@htafcfoundation.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/careers/

Closing date

We are recruiting Project Workers on a rolling basis, thus there is no defined closing date. We will endeavour to process applications on receipt, with applicants informed of the status/outcome of their application as soon as possible.

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:

Kat Clarke, Chief Operating Officer, on 07341 127 420
Kat.Clarke@htafcfoundation.com

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 and in particular from people from culturally and ethnically diverse backgrounds.

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.

PROJECT WORKER JOB DESCRIPTION

Post Title

Project Worker (Fixed term for two years in the first instance)

Department/Location

The Huddersfield Town Foundation, the Leeds Road Sports Complex

Reports To

Various Programme Managers depending on the projects and programmes to which the post holder is allocated.

Overview of the Role

The post holder will support the operational delivery of the Foundation's projects and programmes. You will work across a variety of the Foundation's projects, including but not limited to: Premier League Primary Stars, Premier League Inspires, Premier League Kicks, and our health programmes. Candidates will need to be flexible and will be matched to the projects that meet their skills, covering one or more of the following:

- Community-based and school sport practical sports coaching sessions, which includes delivery in an evening.
- Classroom interventions and teaching assistant support.
- One-to-one and group mentoring and youth work.
- Community based groups and sessions that support participants with their health and wellbeing (i.e., social groups, physical activity, and practical sport sessions).

The post holder must be well-organised with the ability to plan and deliver engaging and fun sessions and interventions that are relevant to the participants and the overarching aims of our projects. You must be passionate about working with people of different ages and from different backgrounds.

Functional Links

Internal: Huddersfield Town Foundation Chief Executive Officer
Huddersfield Town Foundation Senior Leadership Team
Programme Managers
Community Coaches / Project Workers
All staff and managers throughout the Club and the Huddersfield Town Foundation

External: Including but not limited to:

Schools in Kirklees and the surrounding areas, and their staff
Pupils and their parents/carers
Community groups and leaders
Other Football Club Community Trusts



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Key Performance Indicators

- Delivery of sessions and interventions that are well-planned and executed, across a range of settings, evidenced by consistently positive feedback from participants and their parents/carers and schools.
- Delivery of sessions and interventions that successfully support Key Performance Indicators attached to Foundation programmes and funding.
- Delivery of sessions and interventions that are inclusive of all, evidenced by the diversity of the cohorts engaged with Foundation programmes.
- Develops, consolidates, and enhances links between the Huddersfield Town Foundation and partner schools, community groups, and other organisations.
- Collection of regular monitoring and case studies that successfully demonstrate impact to support the Foundation's Theory of Change and programme Key Performance Indicators.

Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Plan, deliver, and evaluate a range of sessions and interventions that contribute towards the Foundation's projects/programmes.
- Always maintain a consistently high standard of delivery, which is exciting, engaging, and relevant.
- Support with the design and adaptation of high-quality resources that meet the needs of both participants and the aims of the Foundation's projects/programmes.
- Adopt a participant-centred approach to all delivery, and consistently observe all safeguarding protocols.
- Liaise with colleagues to effectively share information regarding participants and their progress, including accurate recording of participant data in the Salesforce database.
- Maintain registers, risk assessments, participant registration forms, and any other documentation that may be required as part of the Foundation's monitoring and evaluation processes for all sessions.
- 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, and positive outcomes are achieved.

Other

- 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.

- Take responsibility for and be committed to personal and professional development, also keeping up to date with law, 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 Huddersfield Town Foundation Chief Executive Officer, the Chief Operating Officer, and/or the Board of Trustees, 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 Project Worker 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.

The post holder will be required to sign and return a copy of this document to the Human Resources Manager on accepting an offer of employment.

Accepted by:

Name (Printed)

Name (Signed)

Date

This job description was updated in October 2023.

The proposed review of this job description is July 2024.

PERSON SPECIFICATION

Post Title

Project Worker (Fixed term for two years in the first instance)

Area of Expertise	Essential	Desirable
<p>Experience</p>	<ul style="list-style-type: none"> • Proven experience in delivering sports sessions and/or support interventions with a variety of groups. • Experience of working with children/young people, and adults with different levels of ability. 	<ul style="list-style-type: none"> • Previous experience in a similar role/environment. • Previous experience of delivering workshops and interventions. • Previous experience of mentoring young people and/or with SEND. • Previous experience in classroom support. • Previous experience delivering adult health offers.
<p>Qualifications</p>	<ul style="list-style-type: none"> • A good standard of education at GCSE (or equivalent) or higher, including English and Maths at grades A*-C (9-4). <p>One or more of the qualifications listed below:</p> <ul style="list-style-type: none"> • UEFA C / FA Level 2 qualification in Coaching Football. • Level 2 Multi-Skills or other equivalent Level 2 National Governing Body qualification. • Youth Work qualification. • Teaching Assistant/Higher Level Teaching Assistant qualification. • Mentoring/counselling qualification • Valid First Aid Certificate. • Safeguarding training/qualification. 	<ul style="list-style-type: none"> • AfPE Supporting Learning/Delivery of Physical Education and School Sport. • Mental Health First Aid qualification.

Area of Expertise	Essential	Desirable
Specific Skills and Knowledge	<ul style="list-style-type: none"> • A passion for achieving positive outcomes and supporting communities. • A passion for working with people of different ages and from different backgrounds. • Excellent communication and interpersonal skills. • Able to work as part of a team and to use own initiative in developing resources. • Able to take advice and guidance from others. • Well-organised and able to manage own workload. • Good knowledge of Health and Safety legislation and associated best practice in sporting environments. 	
Additional Requirements	<ul style="list-style-type: none"> • Flexible approach to work and working hours, to meet the demands of the role. • Suitable to work with children and young/vulnerable adults. • Committed to equality and diversity initiatives, and inclusive practice. • Friendly, honest, and reliable. • Professional appearance. • Able to travel to a wide range of locations, using own or public transport. 	<ul style="list-style-type: none"> • Full driving licence.

