



# **HUDDERSFIELD TOWN FOUNDATION**

The Club's Official Charity

## **APPLICATION PACK**

### **Youth Engagement Manager**

# WELCOME TO THE HUDDERSFIELD TOWN FOUNDATION

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Thank you for your interest in becoming the Youth Engagement 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

# Youth Engagement 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 for two years in the first instance

The successful candidate will manage, coordinate, and deliver on the Huddersfield Town Foundation's flagship youth engagement programme. This programme supports young people aged 8-18 who are traditionally under-represented, including those from low socio-economic groups, girls, disabled young people, and participants from ethnically diverse communities.

Using the power of football and the brand of Huddersfield Town AFC, the Foundation's youth engagement programme inspires young people to achieve their potential, improve their wellbeing, and discover positive pathways and life skills through access to sport, mentors, and educational workshops.

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

The post holder will also support education providers and communities to develop approaches that build young people's resilience, ability to recognise risk, and think critically.

Monitoring and evaluation will be a key part of the role, collecting quantitative and qualitative data and reporting on this to effectively demonstrate impact and performance against agreed key performance indicators.

## **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@htaafcoundation.com](mailto:recruitment@htaafcoundation.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 13<sup>th</sup> November 2023.

The selection event is likely to take place in the week commencing 27<sup>th</sup> November 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@htaafcoundation.com](mailto:joe.scargill@htaafcoundation.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.

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.

# YOUTH ENGAGEMENT MANAGER JOB DESCRIPTION

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## Post Title

Youth Engagement Manager

## Department/Location

The Huddersfield Town Foundation, the Leeds Road Sports Complex

## Reports to

Senior Youth Engagement Manager

## Overview of the Role

The Youth Engagement Manager will manage, coordinate, and deliver on the Huddersfield Town Foundation's flagship youth engagement programme. This programme supports young people aged 8-18 who are traditionally under-represented including those from low socio-economic groups, girls, disabled young people, and participants from ethnically diverse communities.

Using the power of football and the brand of Huddersfield Town AFC, the Foundation's youth engagement programme inspires young people to achieve their potential, improve their wellbeing, and discover positive pathways and life skills with access to weekly sport, mentors, and educational workshops.

Actively contributing to the continued development of the youth engagement 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 about and to support the programme.

The post holder will also support education providers and communities to develop approaches that build young people's resilience, ability to recognise risk, and think critically.

Monitoring and evaluation will be a key part of the role, collecting quantitative and qualitative data and reporting on this to effectively demonstrate impact and performance against agreed key performance indicators.

## Functional Links

**Internal:** Huddersfield Town Foundation Chief Executive Officer  
Chief Operating Officer  
Senior Leadership Team  
Programme Managers

Delivery staff  
Staff and managers throughout the Club and Foundation

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

Schools and Colleges in Kirklees and the surrounding areas, and their staff  
Pupil Referral Units  
Students and their parents/carers  
Community groups and leaders  
Other Football Club Community Trusts  
Premier League and other Football Governing Bodies  
West Yorkshire Police  
Kirklees Council – Early Help and Intervention Service, Education department and Youth Offending Team  
Youth engagement organisations  
HMP New Hall

### **Key Performance Indicators**

The Foundation's youth engagement programme aims to inspire young people to achieve their potential and access positive pathways. Guided by the Premier League Charitable Fund's (PLCF) Programme Handbook, Theory of Change and Outcomes Framework, the programme's performance is monitored by a series of key performance indicators (KPIs) agreed with the PLCF under 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 young people that have attended a minimum of 10 sessions during two consecutive four-month periods.
- Effectively capturing youth voice.
- Engaging young people in planning, delivering, and evaluating positive social action in their locality.
- Connecting young people with locally trusted organisations through effective signposting.
- Educating young people through meaningful and relevant workshops.
- Engaging young people in progressing environmental sustainability through the Protect the Planet initiative.
- Supporting young people to access voluntary opportunities.
- Providing young people with access to competitions.
- Building confidence and trust of the young people.
- Improving the mental and physical wellbeing of young people.
- Improving and fostering a positive approach to school attendance and educational achievement.
- Steering young people away from negative behaviours.

## Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Coordinate the overall delivery of the Huddersfield Town Foundation's youth engagement programme, ensuring it reaches and surpasses all targets, as agreed with programme funders, and targets areas of greatest identified need.
- Undertake quality assurance to ensure sessions are delivered to the highest standard.
- Coordinate casual members of coaching staff to ensure the implementation of high-quality programme delivery, including quality assurance and troubleshooting at sessions.
- Assist the Senior Leadership Team to secure external funding through a range of sources, including writing funding applications to other charities and agencies.
- Plan and deliver a range of lifestyle workshops for programme participants, covering a range of issues including health awareness, positive mental health, equality and diversity, and critical thinking.
- Organise and fulfil a number of fixtures and competitions, both locally and regionally, linked to Huddersfield Town AFC fixtures.
- Promote the programme in schools and in community settings across Kirklees to ensure the programme is representative of the communities it supports, and the programme achieves its Key Performance Indicators.
- Manage and facilitate the project steering group.
- Coordinate the social action element of the programme, ensuring participants are provided with an opportunity to support their local community.
- Support the monitoring and evaluation process of the programme and compile evidence on the programme's progress.
- Write reports demonstrating impact to key funders, including the Premier League Charitable Fund, as and when required.
- Ensure all activities are correctly monitored with the appropriate risk assessments, safeguarding, and health and safety procedures put in place.
- Develop effective working relationships with key partners and agencies, raising the profile of the Huddersfield Town Foundation by building up local networks and representation on local groups, including ward council meetings.

- Raise the profile of future youth engagement programmes 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.
- Monitor and evaluate the programme effectively, measuring its performance against pre-set key performance indicators.
- Collect data associated with the programme and upload this to the designated CRM systems.
- Deliver fun and engaging youth work activities, innovative and diversionary interventions, and social action projects.
- Work closely with school/training providers, the Police, housing services, and any other specialist workers, to access and refer to additional services as necessary.
- Work closely with partner agencies to identify and provide support for those young people at risk.

### **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 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. 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 Youth Engagement 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

Youth Engagement Manager (Fixed term for two years in the first instance)

Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience in project management.</li> <li>• Previous experience of supporting young people's development.</li> <li>• Experience of working with external agencies and partners.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a similar role/environment.</li> <li>• Experience of managing/supervising people.</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>• Safeguarding training/qualification.</li> <li>• Level 2 Youth Work qualification or equivalent.</li> <li>• A FA Level 2 or equivalent sports qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level in a relevant discipline e.g., Sports Development, Youth Work etc.</li> </ul>
<b>Specific skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Able to work both independently and as part of a team.</li> <li>• Well-organised with the ability to manage own workload.</li> </ul>	<ul style="list-style-type: none"> <li>• Significant 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 incorporating their views and choices in service delivery.</li> </ul>

<b>Area of Expertise</b>	<b>Essential</b>	<b>Desirable</b>
<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 in relation to children and young people.</li> <li>• Able to inspire and motivate young people.</li> <li>• Excellent competence in IT (including Word, Excel, and Outlook).</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of Health and Safety legislation and associated best practice.</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. Evening work is a key part of this role.</li> <li>• Able to travel to a wide range of locations, using own or public transport.</li> <li>• Willing to learn and take part in CPD.</li> <li>• Committed to equality and diversity initiatives, and inclusive practice.</li> <li>• Suitable to work with children and vulnerable adults, and willing to obtain a DBS Enhanced Disclosure.</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence.</li> </ul>