

The Huddersfield Town Foundation

Head of Fundraising

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

37.5+ hours per week

Fixed term for two years in the first instance

As Head of Fundraising, you will play a pivotal role in leading and delivering our fundraising strategy, to raise funds to help us sustain and grow our work to support children and adults throughout Kirklees. As a member of our Senior Leadership Team, the post holder will raise awareness of the Huddersfield Town Foundation locally and regionally, and enhance the organisation's profile, reputation, and brand. You will act as line manager for two direct reports and ensure an effective and coordinated approach to marketing and fundraising, to promote the vital work that we do within our community.

Candidates must be skilled at negotiating, networking with, and influencing others, with excellent communication skills and a proven record of fundraising within the third sector. Knowledge of CRM systems and effective marketing strategies via print, digital, and social media would be advantageous.

Your passion for community-related projects and reducing inequalities within our society will set you apart in this role. The Head of Fundraising must have the ability to win hearts and minds and be able to speak confidently about the positive impact of the Foundation's work, and the importance of ongoing funding to sustain our programmes.

Applicants must have a good standard of general education at GCSE level or equivalent, with strong literacy and numeracy skills. You must be competent with IT and able to use databases, to ensure our communications reach the intended audiences. The successful candidate will also be proactive, self-motivated, organised, and committed to making a difference within our locality.

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.



The Club's Official Charity



The Club's Official Charity

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.

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 29th January 2024**.

Short-listed candidates will be invited to attend a selection event, which is likely to take place in the week commencing 12th February 2024.