



**HUDDERSFIELD TOWN
FOUNDATION**

The Club's Official Charity

APPLICATION PACK

SAFEGUARDING MANAGER

April 2024

HELPING/INSPIRING/ENRICHING/
LISTENING/BUILDING/GUIDING/
EDUCATING/TEACHING/LEARNING/
MOVING/THINKING/APPLYING/
IMPROVING/TALKING/CHALLENGING/
FEEDING/PLANNING/COMMUNICATING/
LEADING/WORKING/CREATING/
FIXING/CONTRIBUTING/

SUPPORTING

WELCOME TO HUDDERSFIELD TOWN FOUNDATION

Thank you for your interest in becoming the **Safeguarding 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 strategy in January 2022 and more recently developed a Theory of Change the Foundation now has a clear direction of travel.

For over 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.



A handwritten signature in black ink that reads "Siobhan Atkinson".

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

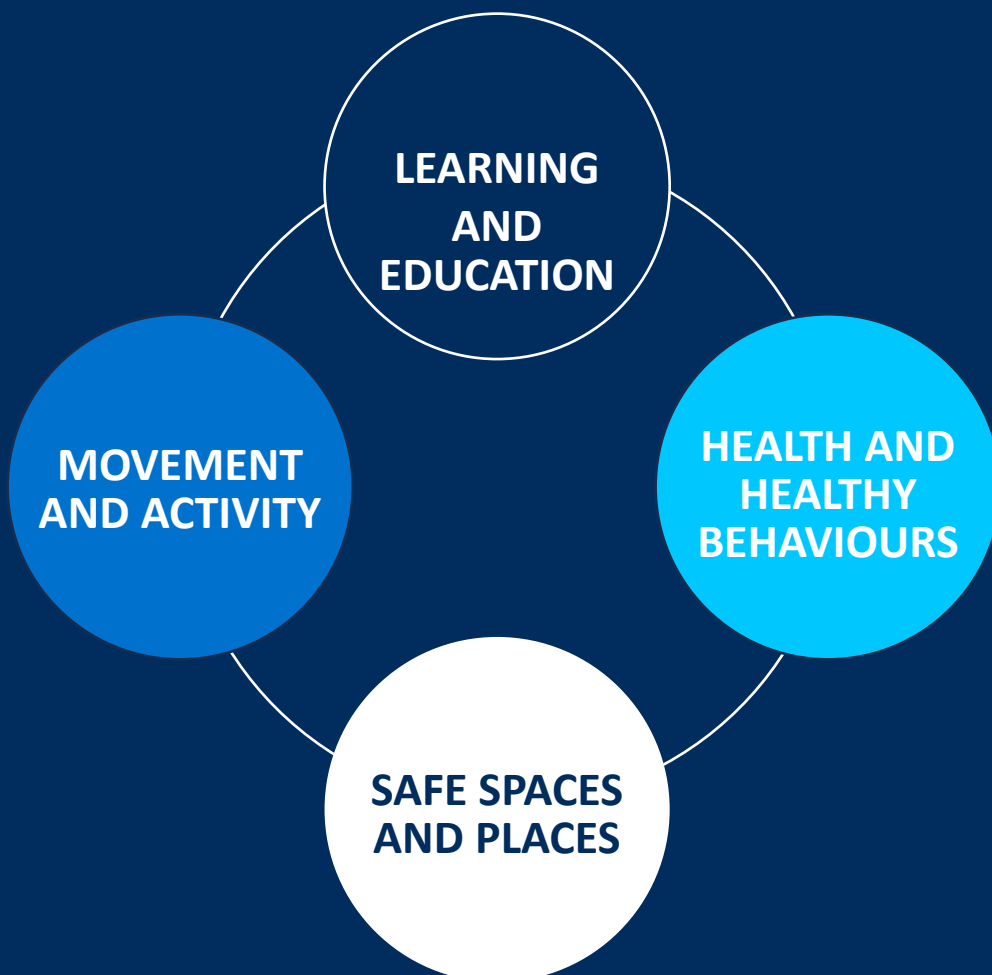
To tackle the consequences of inequality by working to provide positive opportunities and support to the community of Kirklees.

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:



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.

ESTABLISHED IN

2012

FULL TIME STAFF

25

TURNOVER

£1,500,000+

OUR CULTURE

Our culture is our character and personality. We are:

COLLABORATIVE

**OPEN &
BRAVE**

**CARING &
RESPECTIVE**

**CONSISTENT &
DETERMINED**

**IMAGINATIVE
& INSPIRING**



HUDDERSFIELD TOWN FOUNDATION STAFF BENEFITS

ANNUAL
LEAVE DAYS

25

+8 BANK/PUBLIC
HOLIDAYS

PERFORMANCE
REVIEWS 

COMPANY
PENSION
SCHEME



ANNUAL
SALARY
REVIEWS 

TRAINING + DEVELOPMENT



DAYS OF LEAVE - DISCRETIONARY, NON-CONTRACTUAL
2

**FLEXIBLE
WORKING**

**FREE
CAR
PARKING**

LAPTOP
MOBILE
BRANDED
CLOTHING

ACCESS TO TICKETS
TO HOME HTAFC
LEAGUE FIXTURES

+ CLUB SHOP DISCOUNT

STAFF
SOCIAL
ACTIVITIES

PRIVATE HEALTH CARE CASH PLAN

HEALTH + WELLBEING SUPPORT

APPLICATION PROCESS

Please find below details of the application process and further information to assist you in its completion.

To apply you should submit the following 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/club/careers/

Closing Date

Wednesday 12th June 2024 at midday.

All applicants will be notified whether they are invited to attend interview or if they have unfortunately been unsuccessful on this occasion. The volume of applications received prevents us from giving feedback to applicants who are not shortlisted to attend for interview.

Should you wish to have an informal discussion about the role please contact:

Kat Clarke (Chief Operating Officer)

07341 127 420 email 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.

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.



JOB VACANCY

SAFEGUARDING MANAGER

Reports to

Chief Executive Officer

Salary

Banding of £29,000 - £34,000 – pro rate of £11,600 -£13,600 depending on experience and skills

Working pattern

Part time equivalent to 2 days / 15 hours per week (work pattern to be determined based on candidate preferences)

Department/Location

The Huddersfield Town Foundation, Leeds Road Sports Complex

Further details

Permanent role within the Organisation.

We are aiming to appoint a Designated Safeguarding Manager to be the main point of contact for all safeguarding matters within the Foundation and who will work closely with the Club's Head of Safeguarding and the HTF programme leads who have responsibilities for safeguarding along with the Foundation's nominated Trustee with responsibility for safeguarding.

The Designated Safeguarding Manager will be responsible for overseeing, directing and supporting the safe provision of all activities and associated events relating to children, young people and Adults at Risk to fulfil the Foundation and Club's safeguarding policies, procedures and objectives.

We are looking for someone with relevant experience to fulfil this role. The successful candidate will ideally have experience in this type of role and in a similar setting. They will be supportive, knowledgeable in this space and able to support and implement policies and process. knowledgeable in this space and able to support and implement policies and process. They will have an understanding of the risks that children, young people and adults face in today's society

The Foundation launched its first strategy in January 2022. The Foundation currently employs circa 25 members of staff and has a turnover of £1.5m. The Designated Safeguarding Manager is an important role and one that is integral across our delivery. The Foundation Board has ambitious plans for the development of the organisation and requires resilient, innovative, and motivated staff to assist with the implementation of our vision.



JOB DESCRIPTION

SAFEGUARDING MANAGER

Overview of the Role

The Designated Safeguarding Manager will work closely with all staff including members of the Huddersfield Town Foundation's Senior Leadership Team and programme leads to ensure the safe delivery of activities across a broad area. The role will also work alongside the HTAFC Head of Safeguarding.

The Safeguarding Manager will be the first point of contact for staff, volunteers, parents', children and Adults at Risk where concerns about welfare, poor practice and abuse are identified.

The role will provide leadership and guidance on all safeguarding matters and relevant legislation, along with implementing safeguarding awareness and best practise across the Foundation and its employees and volunteers. This will include the delivery of safeguarding induction training to all new staff and to inform regular updates and refreshers to all existing staff. The role will involve working with and communicating with other partners as identified in [Working Together](#)

Functional Links

Internal: Huddersfield Town Foundation Chief Executive
Huddersfield Town Foundation Chief Operating Officer
Huddersfield Town Foundation staff including the Senior Leadership Team
Board of Trustees and sub-committees
Club Head of Safeguarding

External: Including but not limited to:

Local Authority and Local Authority Designated Officer – (LADO)
EFLT and PLCF
Educational settings and their staff
Local, regional, and national charities
Community Hubs and Leaders
Other Football Club Foundations (CCOs)



JOB DESCRIPTION

SAFEGUARDING MANAGER

Key Performance Indicators

- To ensure a robust means of reporting incidents in a confidential but informative manner across the business and reporting to SLT and to the HTF Board.
- Safeguarding concerns and incidents are dealt with in a timely fashion and recorded appropriately on Foundation systems. The Foundation uses the Child Protection Online Monitoring System (CPOMS).
- Ensure appropriate support is available to staff, as appropriate, after serious incidents.
- Ensure Governance and Compliance procedures are followed through the maintenance and review of appropriate policies and processes for the organisation.
- The post holder develops, consolidates, and enhances links between the Huddersfield Town Foundation and key contacts within relevant advisory services and working parties.

Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Implement and embed all safeguarding and welfare policies across the Foundation, and ensure they are regularly updated, reviewed, are fit for purpose and comply with all relevant legislation.
- Record and report to the HTF Board of Trustees all incidents, concerns, allegations and evidence of poor practice.
- Keep the head of HTAFC safeguarding informed about the work of HTF to enable safeguarding guidance and support to be provided at the earliest opportunity to ensure safeguarding arrangements in SLA's are adequate.
- Support with participant welfare issues and record actions taken.
- Carry out appropriate follow up with staff after a serious incident
- Maintain the safeguarding training records for HTF staff and volunteers.



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SAFEGUARDING MANAGER

- Day to day support for staff on safeguarding matters including monitoring via CPOMS and assurance of HTF delivery.
- Work in partnership with Safeguarding networks within our communities,
- Develop a culture of learning and support including an annual safeguarding CPD training programme.
- Be the key contact for HTF Trustee with responsibility for Safeguarding and ensure they are kept informed of all relevant matters prior to each scheduled Board meeting.
- Attend meetings and CPD events as required, including necessary Safeguarding Workshops and training each year.

Other

- Take responsibility for and be committed to personal and professional development, also keeping up to date with legislation, 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 Chief Operating Officer, the Chief Executive Officer and/or the Board of Trustees, commensurate with the level of the post.



JOB DESCRIPTION

SAFEGUARDING MANAGER

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.



JOB DESCRIPTION

SAFEGUARDING MANAGER

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 Safeguarding Manager will involve the supervision of and work with children and young people and adults at risk; 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 always support and uphold this zero-tolerance approach.



PERSON SPECIFICATION SAFEGUARDING MANAGER

Post Title

Safeguarding Manager – permanent contract

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none">• Experience of working in a comparable role.• Experience of Multi Agency working.• Experience of developing relationships with a wide range of internal and external partners at all levels.• Experience of overseeing quality assurance• Experience and knowledge of reviewing Risk Assessments	<ul style="list-style-type: none">• Previous experience in a similar sports charity.• Experience of FA Referral Process (or similar sports governing body process)
Qualifications	<ul style="list-style-type: none">• Level 3 Multi agency working together• Safeguarding training/qualification.	<ul style="list-style-type: none">• Educated to degree level, in a relevant discipline.• Safer Recruitment Training qualification (NSPCC)



JOB DESCRIPTION

SAFEGUARDING MANAGER

Area of Expertise	Essential	Desirable
Specific Skills and Knowledge	<ul style="list-style-type: none"> Suitable to work with children and young/vulnerable adults e.g. evidenced by an up-to-date DBS Disclosure. Ability to form strong and appropriate relationships, demonstrating excellent communication skills. Able to work under own initiative and as part of a team and ability to prioritise workload. Excellent organisational and planning skills. Able to take direction from others. 	<ul style="list-style-type: none"> Committed, self-motivated and driven.



JOB DESCRIPTION

SAFEGUARDING MANAGER

Area of Expertise	Essential	Desirable
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Absolute attention to detail. • Able to adhere to the Company's policies and procedures. • Competent user of IT including Microsoft Office applications and electronic incident reporting software. 	
Additional Requirements	<ul style="list-style-type: none"> • Committed to equality and diversity initiatives, and inclusive practice. • Flexible approach to work and working hours, to meet the demands of the role. • Able to travel to a wide range of locations, using own or public transport. 	<ul style="list-style-type: none"> • An understanding of Kirklees and the surrounding geographical areas. • Able to act as a positive ambassador for an organisation's vision and values, at all times.





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INTEREST IN THE
FOUNDATION

