



**HUDDERSFIELD TOWN  
FOUNDATION**

The Club's Official Charity

# APPLICATION PACK

**Employment and Life Skills Mentor**

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JULY 2024

HELPING/INSPIRING/ENRICHING/  
LISTENING/BUILDING/GUIDING/  
EDUCATING/TEACHING/LEARNING/  
MOVING/THINKING/APPLYING/  
IMPROVING/TALKING/CHALLENGIN  
G/  
FEEDING/PLANNING/COMMUNICA  
TING/  
LEADING/WORKING/CREATING/  
FIXING/CONTRIBUTING/

**SUPPORTING**

# WELCOME TO HUDDERSFIELD TOWN FOUNDATION

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Thank you for your interest in becoming the **Employment & Life Skills Mentor** 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 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.



# 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

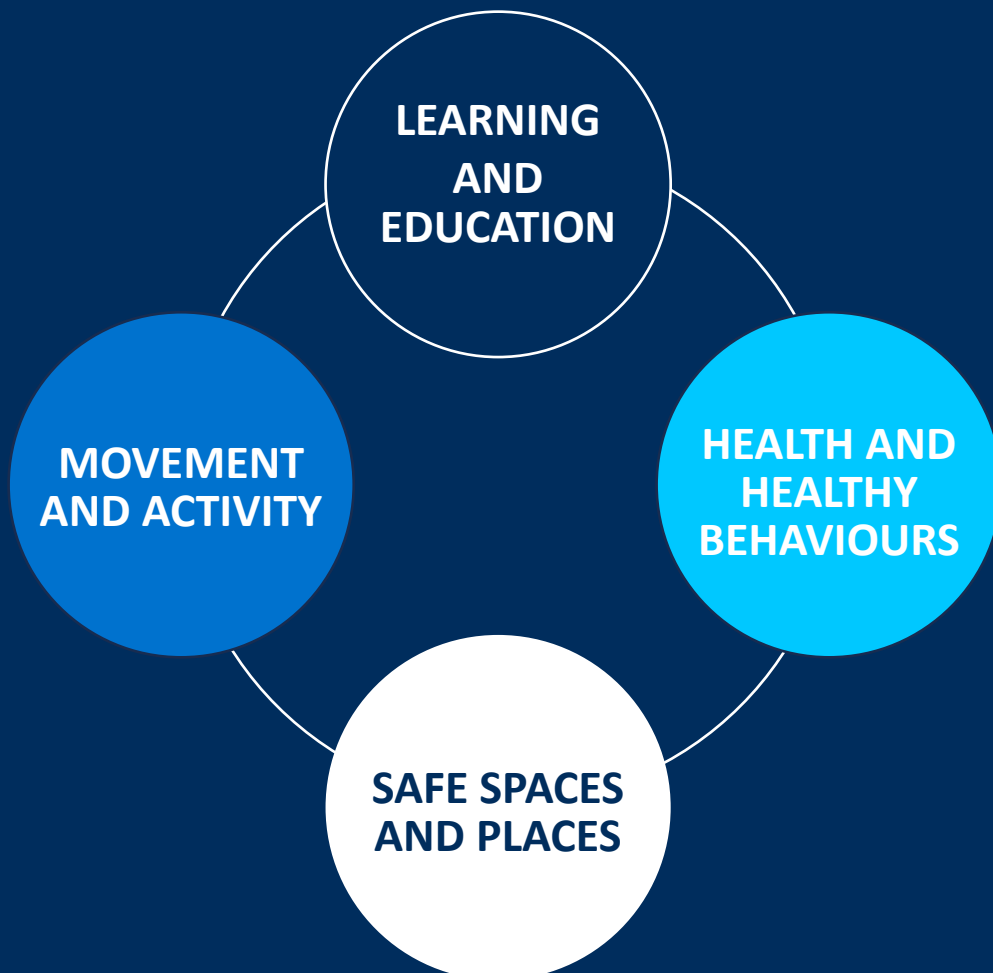
To tackle the consequences of inequality by working to provide positive opportunities and support to the community of Kirklees.

## 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

**£1,000,000+**

## 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



DISCRETIONARY, NON-CONTRACTUAL  
**2**  
DAYS OF LEAVE

**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

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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@htafcfoundation.com](mailto:recruitment@htafcfoundation.com)

Completed application form. Copies of this can be requested from the email address above or downloaded from the website

## **Closing date**

Monday 19/08/2024 at Midday.

All applicants will be notified whether they are invited to attend interview or if they have unfortunately been unsuccessful on this occasion.

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

Joe Scargill (Senior Youth Engagement Manager)  
07947564331

## **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

## EMPLOYMENT AND LIFE SKILLS MENTOR

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### Reports to

Senior Youth Engagement Manager

### Salary

£24,500-29,500 per annum

### Working pattern

Full time, 37.5 hours per week

### Further details

Fixed term for two years in the first instance subject to extension dependent on funding.

The successful candidate will manage, coordinate, and deliver on the Huddersfield Town Foundation's new employment and life skills project, supporting female offenders due to be released. This project is funded by the Triangle Trust and will use a Sport for Development approach to provide qualifications, voluntary opportunities, and employment pathways to women within HMP New Hall. The project will build on the work we have undertaken in partnership with the Twinning Programme and will allow us to further support participants on this programme.

Qualifications would be delivered in partnership with the prison's Employment Hub. The approach taken to deliver qualifications would work closely with the prison's Physical Education Instructors (PEIs).

This project would aim to work with 15 female offenders per annum. Utilising the Foundation's strong business network within Kirklees and West Yorkshire, the successful candidate will work closely with like-minded businesses, charities and sporting organisations that can offer ex-offenders' pathways towards meaningful and sustained employment.

The post holder would also work with Kirklees Council's Youth Justice Service to provide voluntary placements of up to 35 hours for up to 10 referred young people at high risk of offending.

The Foundation launched its first strategy in January 2022 and currently employs circa 25 members of staff and has a turnover of £1.3m. This role is an important role and one that is integral across our 'Safe Spaces and Places' 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 their vision.





# JOB DESCRIPTION

## EMPLOYMENT AND LIFE SKILLS MENTOR

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### Overview of the Role

The Employment and Life Skills Mentor will develop, manage, coordinate, and deliver a new project, funded by the Triangle Trust. They will use a Sport for Development approach to provide qualifications, voluntary opportunities, and employment pathways to young women within HMP New Hall who are due to be released, as well as young people referred by the local authority's Youth Justice Service.

This postholder will provide direct targeted support to people in three settings; in prison and in the community leaving prison as well as supporting young people referred by the Youth Justice Service. The postholder will also be responsible monitoring and evaluating the performance of the project, measuring success and achieving the agreed key performance indicators.

Through the activities the postholder will manage, coordinate and deliver, we anticipate that female offenders will progress into training, education, and employment, develop skills and knowledge, feel inspired and engaged and have improved confidence and self-esteem. We hope this prevents them re-entering the Justice system.

### Functional Links

**Internal:** Huddersfield Town Foundation Chief Executive Officer  
Chief Operating Officer and Foundation Heads of Department  
Senior Project Managers  
Project Workers  
Designated Safeguarding Lead

**External:** Including but not limited to:  
Triangle Trust  
HMP New Hall  
HM Prison and Probation Service  
Employers in the Kirklees District and West Yorkshire county  
Education facilities in the Kirklees District  
Community groups and leaders  
Huddersfield Jobcentre Plus  
Employability and skills providers  
Citizens Advice Bureau  
West Yorkshire Police  
Kirklees Council – Early Help and Intervention Service, Education department, and Youth Offending Team  
Other Community Club Organisations



# JOB DESCRIPTION

## EMPLOYMENT AND LIFE SKILLS MENTOR

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### Key Performance Indicators

- 15 female offenders are supported per annum through this project, evidencing at least one additional qualification achieved and one meaningful progression per individual towards training, education or employment via an 'Individual Learning Plan'.
- Provide voluntary opportunities to 10 referred individuals via Kirklees Council's Youth Justice Service.
- Build and nurture a portfolio of engaged businesses and organisations that may be able to support participants' progressions towards positive pathways.
- Submit satisfactory bi-annual reports to accurately capture performance against objectives, using monitoring and evaluation documentation as provided by the Triangle Trust and Huddersfield Town Foundation (short progress report after 6 months and detailed annual report after 12 months).

### Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Plan and deliver high quality interventions and support sessions, for prisoners which prepare them for work upon release, including but not limited to; helping them complete curriculum vitae, time management, applying for jobs and interview skills.
- Provide tailored learning and training plan accounting for individual needs.
- Maintain and update learner records, aligning to HMP New Hall's Individual Learning Plans.
- Ensure practices are safeguarded appropriately, risk assessed and that all information that must be reported is done so transparently and timely.
- Understand, apply and conform to national and local policies when on site at HMP New Hall.
- Establish, develop and maintain professional and positive relationships with prisoners and staff in HMP New Hall.



# JOB DESCRIPTION

## EMPLOYMENT AND LIFE SKILLS MENTOR

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- Establish, develop and maintain professional relationships with businesses, organisations and partners outside of HMP New Hall and with Kirklees Council Youth Justice Service.
- Working closely with partners to support employability and skills development.
- Facilitate voluntary placements for young people referred via the Kirklees Council Youth Justice Service.
- Attend and contribute to relevant meetings and events.
- Collect quantitative data to consistently highlight the progress of participants.
- Deliver engaging sessions/interventions that are suitable for the participants.
- Collect data associated with the programme and upload this to CRM systems as required.
- Monitor and evaluate the programme effectively, measuring its performance against pre-determined key performance indicators.
- Provide feedback to major funding providers in the form of a qualitative report.

### **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 Senior Youth Engagement Manager, the Chief Operating Officer, and/or any other Senior Manager/Director, commensurate with the level of the post.



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## EMPLOYMENT AND LIFE SKILLS MENTOR

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### 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 Foundation'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, young people and vulnerable adults.
- 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

## EMPLOYMENT AND LIFE SKILLS MENTOR

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### **Additional Information**

#### **Safeguarding**

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 Employment and Life Skills 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), clearance for work in football by the FA and HMP and HMPPS vetting.

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 SPACIFICATION EMPLOYMENT AND LIFE SKILLS MENTOR

## Post Title

Employment and Life Skills Mentor (Fixed term for two years in the first instance subject to extension dependent on funding).

Area of Expertise	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience in a similar role/environment.</li> <li>• A track record of engaging and supporting adults to overcome barriers in positive activities and evidencing the impact of this.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience within HMPPS.</li> <li>• Knowledge of accreditation process including the Qualification and Credit Framework.</li> <li>• Experience of providing advice and support around employment and training.</li> <li>• Experience of liaising with a range of service providers or agencies.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of general education including high level literacy and numeracy skills.</li> <li>• Level 3 qualification e.g., A Levels or BTEC Extended Diploma, or equivalent level of ability.</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised Assessor qualification.</li> <li>• Level 3 NVQ Certificate in Advice and Guidance</li> <li>• Mentoring qualifications to a minimum of Level 2.</li> <li>• Safeguarding children training/ qualification.</li> <li>• Valid First Aid certificate.</li> </ul>



# JOB DESCRIPTION

## EMPLOYMENT AND LIFE SKILLS MENTOR

Area of Expertise	Essential	Desirable
<b>Specific Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of the barriers to employment people may face and strategies to overcome these.</li> <li>• Well-organised with the ability to manage own workload.</li> <li>• Excellent communication skills, both written and verbal, and able to communicate effectively with people from all backgrounds.</li> <li>• Able to work on own initiative and with minimal supervision.</li> <li>• Able to take instruction from others.</li> <li>• Able to adhere to the Company's policies and procedures.</li> <li>• Competent user of IT including Microsoft Office.</li> <li>• A passion to make a difference using the power of sport, physical activity, and learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Assessment Care in Custody and Teamwork (ACCT) forms, Violence Reduction Incident Reports VRIR), Security Information Reports (SIRs) and Incentive Earned Privileges (IEP) reports.</li> <li>• An understanding of the issues facing people in/ coming out of the Criminal Justice system.</li> <li>• Knowledge of providing Trauma-Informed support.</li> </ul>



# JOB DESCRIPTION

## EMPLOYMENT AND LIFE SKILLS MENTOR

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<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.</li><li>• Suitable to work with children and young/vulnerable adults e.g., evidenced by an up-to-date DBS Enhanced Disclosure.</li><li>• Committed to equality and diversity initiatives and inclusive practice.</li><li>• Able to travel to a wide range of locations, using own or public transport.</li><li>• Able to uphold and fulfil the Huddersfield Town Foundation's vision and mission statements.</li></ul>	
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The Club's Official Charity

THANK YOU FOR YOUR  
INTEREST IN THE  
FOUNDATION

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