



**HUDDERSFIELD TOWN
FOUNDATION**

The Club's Official Charity

APPLICATION PACK

FUNDRAISING AND PARTNERSHIPS MANAGER

May 2025

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 **Fundraising and Partnerships Manager** for the **Huddersfield Town Foundation**.

It is a pivotal time to be joining the Foundation as we look to develop a new strategy and delivery model to provide authentic impact to the Kirklees community.

For over 13 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. The need within our community is as apparent as ever, which is why we want to grow and develop the work we do.

We're proud to be deeply embedded in our community — Kirklees isn't just where we work, it's who we are. The unique needs of the people here shape everything we do. With a shared love for football, a powerful drive to support others, and the skills and resources to create real change, the Huddersfield Town Foundation is committed to making a meaningful impact. We know we can't solve every challenge — but we believe wholeheartedly in the power we do have to make a real, lasting difference where it matters most.

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, which appears to be 'Sam Dainty'.

Sam Dainty
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

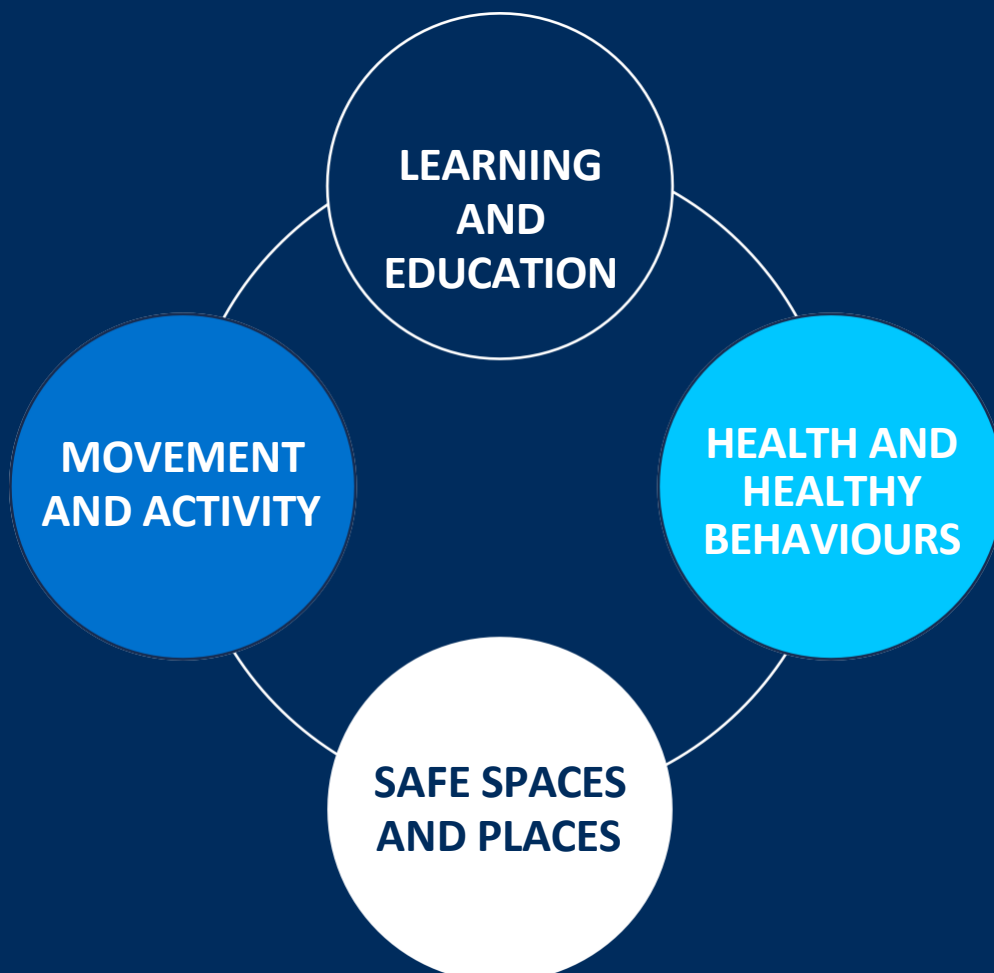
To tackle the consequences of inequality by working to provide positive opportunities and support to the community of Kirklees.

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 £1.1m.

ESTABLISHED IN

2012

FULL TIME STAFF

25

TURNOVER

£1,100,000+

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



**PERFORMANCE
REVIEWS** 



TRAINING + DEVELOPMENT



**FLEXIBLE
WORKING**



LAPTOP
MOBILE
BRANDED
CLOTHING



STAFF
SOCIAL
ACTIVITIES



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 a completed application form to recruitment@htafcfoundation.com

Closing Date

Monday 16 June 2025 at 12.00pm.

Shortlisted candidates will be invited for an interview. Due to high application volumes, we regret that we cannot provide feedback to those who are not shortlisted.

For an informal discussion about the role, please contact:

Sam Dainty (Chief Executive Officer)

07791 221485, sam.dainty@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

FUNDRAISING AND PARTNERSHIPS MANAGER

Reports to

Chief Executive Officer.

Salary

£29,500 to £33,000 per annum depending on experience and skills.

Working pattern

Full time, 37.5 hours per week.

Department/Location

The Huddersfield Town Foundation, Leeds Road Sports Complex.

Further details

Permanent.

We are aiming to appoint a Fundraising and Partnerships Manager to develop, lead and execute the organisation's fundraising strategy with a clear focus to raise funds that will sustain and grow our work. The post holder will lead and manage both the department and look to build a team of staff with functional responsibility for fundraising, events and partnerships while working alongside the wider staff of the organisation.

We are looking for someone with relevant experience to fulfil this role. The successful candidate will be creative, innovative, and resilient, able to support to create change, source funding, and play a key part in supporting the delivery of our new strategic plan.

The Foundation currently employs circa 25 members of staff and has a turnover of £1.1m. The Head of Fundraising is a new role within the organisation, arising from a review of the organisational structure, and will allow for the development and growth of the Senior Leadership Team and the Foundation's overall continued growth. 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

FUNDRAISING AND PARTNERSHIPS MANAGER

Overview of the Role

The Fundraising and Partnerships Manager will work closely with the Chief Executive Officer and other members of the Huddersfield Town Foundation's Senior Leadership Team by leading the Fundraising strategy for the organisation with the associated development and delivery of fundraising activities from a broad range of sources that help ensure the sustainability of the organisation.

Functional Links

Internal: Huddersfield Town Foundation Chief Executive Officer
Huddersfield Town Foundation staff including the Senior Leadership Team Board of Trustees and sub-committees
Huddersfield Town AFC Departments
Staff and managers throughout the Foundation and Club

External: Including but not limited to:

- Local stakeholders and partners Local, regional, and national charities
- Corporate companies
- Third Sector groups
- Community Hubs
- Other Football Club Foundations (CCOs)



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Key Performance Indicators

- To ensure that the Fundraising Strategy is fully executed, allowing the Foundation to raise funds from a variety of sources; this will involve contributing to the Business Development and Impact sub-committee
- To develop income streams from a range of sources including through the development of corporate partnerships with local individuals and companies.
- To increase engagement of fans, community and businesses in the fundraising and work of the Foundation

Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Effectively use the CRM system for the charity to communicate to local stakeholders
- Increase income to support the Foundation's charitable work by developing effective relationships with private sector partners, patrons, and sponsors.
- Research and develop effective and worthwhile partnerships with the local business community.
- Take responsibility for CSR, fundraising, and events organisation.
- In consultation with the Chief Executive Officer, ensure the organisation complies with data protection policies and procedures, including managing the CRM database and ensuring data sharing agreements are in place with the Club and other organisations as necessary and/or appropriate.



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- Prepare and submit successful pitches to potential partners and conduct effective negotiations.
- Attend all relevant regional business networking events and ensure the Huddersfield Town Foundation maximises its memberships within these groups by generating new contacts and business leads.
- Work with Huddersfield Town's Commercial department to identify joint ventures and initiatives..
- Nurture and develop relationships with key business partners.
- Develop an engaging events calendar, from corporate to mass participation events.
- Manage the accounts of and relationships with new and existing corporate partners and ensure they have a consistently high-quality service and experience.
- Promote an inclusive approach ensuring that all members of the community can enjoy and benefit from becoming involved in the Huddersfield Town Foundation.

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.



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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 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.



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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 Head of Fundraising 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 Safeguarding Manager.

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.



PERSON SPECIFICATION

FUNDRAISING AND PARTNERSHIPS MANAGER

Post Title

Head of Fundraising

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

Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none">• A proven track record of fundraising in the third sector with evidenced increase in income achieved, particularly through events and partnerships• Experience of developing and maintaining working relationships with senior figures / stakeholders in other organisations.• Experience of using strong persuasive skills to conduct effective negotiations.	<ul style="list-style-type: none">• Experience and knowledge of the local business community and how it relates to the Huddersfield Town Foundation.• Experience of leading and managing a team to achieve meaningful outcomes.• Experience of corporate fundraising.
Qualifications	<ul style="list-style-type: none">• A good standard of general education including high level literacy and numeracy skills.	<ul style="list-style-type: none">• An Honours Degree or equivalent level qualification in Business / Media / Marketing and Communications, or a related discipline.



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Area of Expertise	Essential	Desirable
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Excellent written and verbal communication skills, with the ability to prepare and deliver successful pitches and presentations to different audiences. • Competent user of IT including Microsoft Office applications. • Working knowledge of database and CRM systems. • A thorough understanding of what constitutes outstanding customer service. • Able to work on own initiative and with minimal supervision. • Able to take guidance and direction from others. 	<ul style="list-style-type: none"> • Knowledge and experience of a wide variety of fundraising mechanisms including legacy giving, payroll giving, online platform giving, campaign generation.



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Area of Expertise	Essential	Desirable
Specific Skills and Knowledge (continued)	<ul style="list-style-type: none"> • Able to enthuse and motivate stakeholders through their own passion for community-related initiatives. • Well-organised and resourceful. • Creative approach to problem-solving with a willingness to try new approaches and ideas. 	
Additional Requirements	<ul style="list-style-type: none"> • Committed to equality and diversity initiatives, and inclusive practice. • Suitable to work with children and young/vulnerable adults e.g., evidenced by an up-to-date DBS Disclosure. • Flexible approach to work and working hours, to meet the demands of the role. 	<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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THANK YOU FOR YOUR INTEREST
IN THE HUDDERSFIELD TOWN
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