



**HUDDERSFIELD TOWN
FOUNDATION**

The Club's Official Charity

INFORMATION PACK

CHAIR OF TRUSTEES RECRUITMENT

September 2025

WELCOME TO HUDDERSFIELD TOWN FOUNDATION

Thank you for your interest in becoming the Chair of the Huddersfield Town Foundation ('HTF' or the 'Foundation'). We are looking for a Chair to actively contribute and use their skills to lead the Board in its oversight of the Foundation. The Chair is appointed by the other Trustees to provide leadership and ensure effective governance by guiding the Board to set the strategic direction and to hold the Foundation accountable for achieving its purpose, vision and mission.

This is a pivotal moment to join our team. With the launch of our new strategy in September 2025, we've made bold commitments to help our community **GROW, BELONG** and **THRIVE**. These pillars guide everything we do, from unlocking learning and opportunity, to building connection and belonging and championing health and wellbeing.

For over 13 years, we've proudly served as the official charity of Huddersfield Town AFC ('HTAFC' or the 'Club'). We've delivered thousands of hours of support, built trusted partnerships and created spaces where people feel seen, supported and inspired. But we know there's more to do - and we're just getting started.

We are rooted in **OUR community**. The needs of Kirklees shape our purpose. We listen to lived experience, act with integrity and lead with purpose. While we can't solve every challenge, we focus where we can make the greatest impact especially for those who need it most.

If you're someone who **stands together** with others, **keeps learning**, **goes the extra mile** and **lives the Terrier Spirit**, we'd love to hear from you.

The Board includes a mix of independent trustees who are appointed through open recruitment, alongside senior representatives of the Club. You would chair a friendly and effective team of Trustees and staff who work to take the Foundation forward. We are looking for individuals with previous experience as a Trustee together with a strong leadership background in a relevant discipline. If you believe that you have the required skills, experience and values and you are interested in the role, please get in touch. We are happy to answer any questions that you may have and we look forward to receiving an application from you.



OUR Purpose

Using the power of the Club to create opportunities, reduce inequalities and inspire lasting change.

OUR Mission

Delivering inclusive programmes that empower *OUR TOWN* to thrive, with measurable goals by 2028:

- £20 million in Social Return on Investment.
- 70% improvement in wellbeing.
- 60%+ participation from underrepresented groups.

OUR Vision

A town where **everybody** can reach their full potential.

STRATEGIC PILLARS

GROW – Learning & Opportunity

THRIVE – Health & Wellbeing

BELONG – Community & Connection



OUR Values

- **We Stand Together** – supporting each other and our community.
- **We Keep Learning** – staying curious and open to growth.
- **We Go the Extra Mile** – showing resilience and commitment.
- **We Lead With Purpose** – acting with integrity and fairness.
- **We Live the Terrier Spirit** – bringing pride, energy and determination.

MEASURES OF IMPACT ON OUR BENEFICIARIES

- Confidence and self-esteem.
- Access to education/ employment.
- Physical and mental wellbeing.
- Sense of belonging.
- Positive life progression.



MEET OUR BOARD



Claire Bennett

Chair of People and
Culture Sub-
Committee/
Independent Trustee



Charlotte Griffiths

Chair of Business
Development and
Impact Sub-
Committee/
Independent Trustee



Richard Hoyle

Chair of Finance, Risk
and Performance Sub-
Committee/
Independent Trustee



Carl Andrews

Independent Trustee



Martin Gonzalez

Health & Safety and
GDPR Board
Champion/
Independent Trustee



Jane Totten

Safeguarding and EDI
Board Champion/
Independent Trustee



Robyn Kennerdale

Club Nominated Trustee



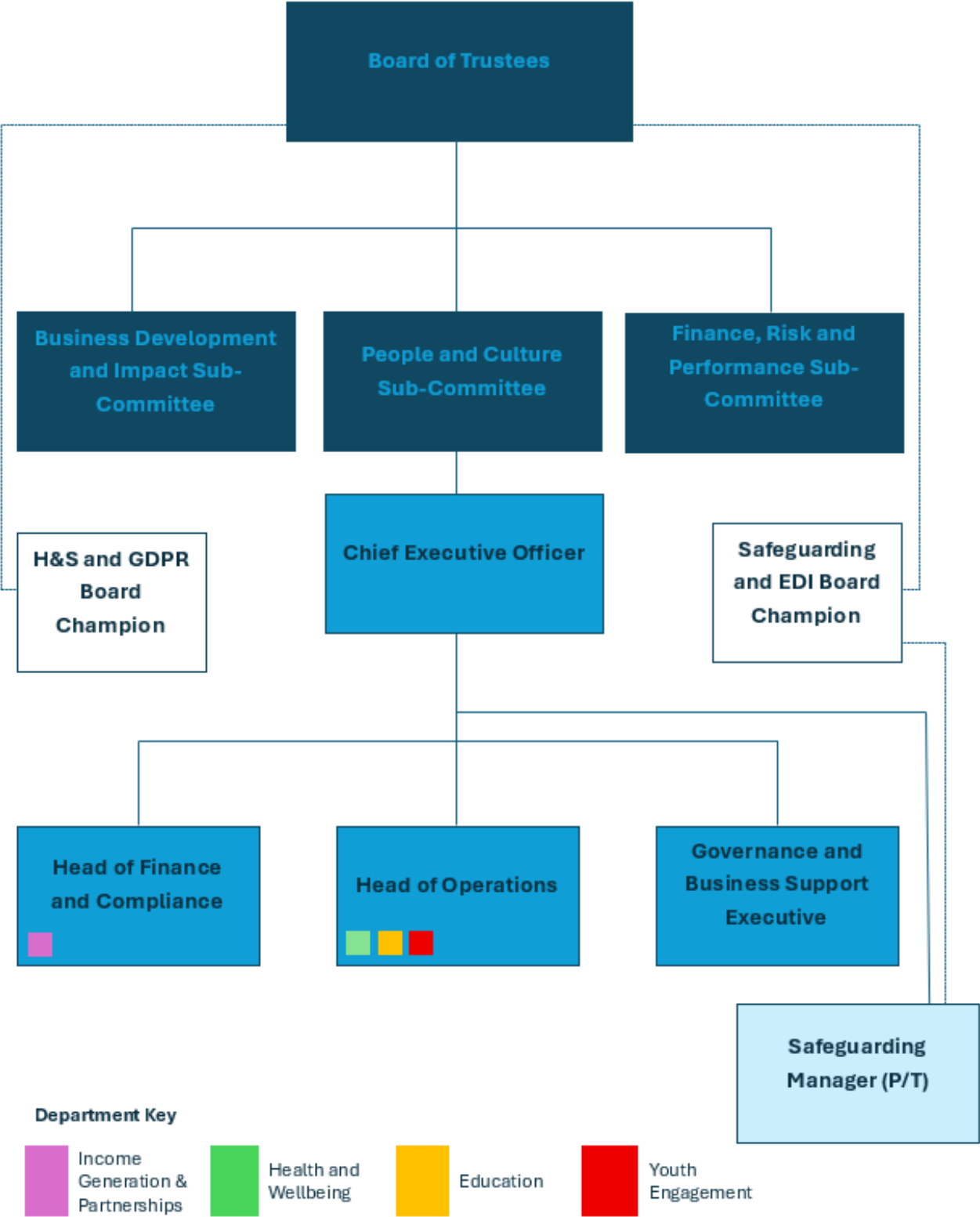
David Threlfall-Sykes

Club Nominated Trustee



ORGANISATIONAL CHART

BOARD AND SENIOR MANAGEMENT



ROLE VACANCY

CHAIR OF TRUSTEES

Remuneration and Terms

As a voluntary position, the role is non-remunerated and for an initial term of three years. Trustees can serve a maximum of three three-year terms (total nine years). Reasonable expenses can be claimed.

Time Commitment

The role requires a minimum time commitment of approximately 10-15 hours per month depending on Foundation activities and Trustee Board schedules.

Board meetings are held four times per year, preferably in person in Huddersfield. In addition to the Trustee Board, the Foundation currently has three sub-Committees which also meet four times per year. Trustees (including the Chair) may be asked to join one or more Committee where their skills, experiences and/or contributions would add value.

The Chair will also need to allocate time to plan Board and other meetings, support the CEO and engage with stakeholders. Trustees are encouraged to attend sessions and events run by the Foundation.

Location

The Huddersfield Town Foundation is currently based at Leeds Road Sports Complex. Board meetings are held at various locations in Kirklees.

Overview of the Role

The Trustees of the Foundation are responsible collectively and individually for discharging the legal obligations for the governance of the Foundation. Our Trustees play a vital role in making sure that the Foundation achieves the purpose, vision and mission consistent with the values set out in Our Town Strategy.

The Chair of Trustees guides the Board in setting the strategic direction, ensuring strong governance and holding management to account. As Chair you will also ensure that the Foundation has a strong relationship with HTAFC as well as the communities of Kirklees.

Our aim is for our Trustees to reflect the diverse communities that we work in. Currently there are some groups that are under-represented including those under 30, disabled people, LGBTQIA+ people and from black and asian communities.



SKILLS AND EXPERIENCE

CHAIR OF TRUSTEES

The chair of Trustees should have knowledge and understanding of most of the following areas in order to guide the Board to cover all strategic and operational activity of the Foundation, contribute well informed views and to challenge appropriately with a constructive approach.

Essential and Desirable Criteria

Essential	Desirable
<ul style="list-style-type: none">• Proven experience in charity governance and Board leadership (ideally as Chair).	<ul style="list-style-type: none">• Knowledge of local communities in Kirklees and the challenges and opportunities they face.
<ul style="list-style-type: none">• Strong understanding of Trustee and Director legal duties.	<ul style="list-style-type: none">• Experience working with young people, vulnerable groups, or those with protected characteristics.
<ul style="list-style-type: none">• Ability to manage senior stakeholders.	<ul style="list-style-type: none">• External representation and stakeholder engagement experience at a senior level.
<ul style="list-style-type: none">• Track record in strategic execution.	<ul style="list-style-type: none">• Experience in offering support and constructive challenge to ensure strong leadership, accountability and delivery of the organisation's strategic objectives.
<ul style="list-style-type: none">• Excellent communication, facilitation and relationship-building skills.	<ul style="list-style-type: none">• Experience of commercial/business development including involvement in corporate social responsibility.
<ul style="list-style-type: none">• Understanding of financial oversight and risk management.	
<ul style="list-style-type: none">• Commitment to Safeguarding and EDI principles.	



VALUES AND BEHAVIOURS

CHAIR OF TRUSTEES

We have an expectation that the Chair will:

- Act in the best interests of the Foundation at all times.
- **Uphold the Seven Principles of Public Life:** selflessness, integrity, objectivity, accountability, openness, honesty, leadership.
- Demonstrate commitment to safeguarding and equality, diversity and inclusion.
- Respect confidentiality and comply with data protection legislation.
- Be committed to the safeguarding of children and young people.
- Embody the Foundation's values:
 - **We Stand Together** – supporting each other and our community.
 - **We Keep Learning** – staying curious and open to growth.
 - **We Go the Extra Mile** – showing resilience and commitment.
 - **We Lead With Purpose** – acting with integrity and fairness.
 - **We Live the Terrier Spirit** – bringing pride, energy and determination.

We are looking for someone who:

- Is proactive and thoughtful in how they approach their work.
- Seeks out opportunities to learn, grow and encourages others to do the same.
- Brings structure, clarity and care to their leadership.
- Communicates with empathy, honesty and respect.
- Is flexible and responsive to changing needs.
- Acts with integrity and upholds our Code of Conduct and Ethics.
- Respects confidentiality and protects data in line with GDPR and safeguarding standards.
- Models high standards of behaviour and appearance and inspires others to do the same.
- Is committed to creating safe, inclusive spaces for children, young people and vulnerable adults.
- Treats everyone with dignity and respect, embracing diversity and promoting equity.



ROLE DESCRIPTION

CHAIR OF TRUSTEES

The Chair will lead the Board to:

- Set and implement the charity's culture, direction and strategy, prioritising long-term goals.
- Build a positive, engaged, valuable and respectful relationship with staff, volunteers, beneficiaries and other stakeholders, ensuring that the Foundation holds itself accountable to stakeholders.
- Support and, where appropriate, challenge the CEO of the Foundation, holding the CEO and staff to account.
- Ensure that the Foundation complies with its governing documents, charity law, company law and other relevant legislation and that it operates within its charitable objectives.
- Support the development of operational plans and monitor their delivery.
- Safeguard the Foundation from inappropriate risks.

The Chair will:

- Ensure that the Board of Trustees incorporates the right balance of skills, knowledge and experience needed to govern and lead the Foundation effectively while also reflecting the diversity of the communities we support.
- Foster, maintain and ensure that constructive relationships exist with and between the Trustees to drive the Foundation's positive culture and values, addressing and resolving any conflicts within the Board.
- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision-making process, ensuring that Trustees are fully engaged in the decision making and monitoring that decisions taken at meetings are focused on delivering the Foundation's work and are implemented.
- Establish and build a strong, effective, supportive and constructive working relationship with the CEO of the Foundation. Through frequent contact, develop and maintain a regular dialogue whereby each can speak openly and transparently about concerns, worries and challenges.
- Act as an ambassador and the public face of the charity in partnership with the CEO of the Foundation in liaising with e.g. the Foundation's partners, the Premier League Charitable Fund, grant funders and Kirklees Council.
- Ensure that the Board reviews its structure, effectiveness, delegations and key policies and implements agreed changes as necessary to enable the Board to function effectively and carry out its duties,



WHAT CAN WE OFFER YOU?

CHAIR OF TRUSTEES



Opportunity to be part of leading a charity whose work has been recognised locally and regionally and holds a strong reputation with key football stakeholders



Chance to be part of a charity whose governance and operations have been highly rated in our industry through independent quality assurance and assessment.



Full induction and continuing development and learning opportunities.



Reimbursement of reasonable expenses when on Foundation business.



Chance to support the Foundation's activities, e.g. joining grant panels, working groups, sub committees, attending fundraising events and celebrations.



Visits to any of HTF projects to gain first-hand experience of our impact in the community.



Commitment to equality, diversity and inclusion ensuring everyone can make best use of their skills, free from discrimination or harassment.



APPLICATION PROCESS

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

To apply, please submit: your CV, the application form accompanying this information pack and a persuasive covering letter (no more than 2 sides of A4).

Please ensure that you also provide the names and contact details of two professional references. References will only be requested when an offer is made.

Please send to Recruitment@hta-foundation.com

Closing Date

Monday 6th October.

All applicants will be notified of the outcome of their application, whether they are invited to attend interview, or not.

Should you wish to have an informal discussion about the role with either the CEO Sam Dainty or Trustee Jane Totten, please contact us via Recruitment@hta-foundation.com for this to be arranged.

Assessment

Applications will be assessed against the role specification. Please ensure therefore that your application fully reflects how you meet these criteria.

Given the importance of reflecting our communities within the Board, we are taking this opportunity to actively seek applications from individuals considered under-represented across all parts of the community, specifically by gender and ethnicity.

The Huddersfield Town Foundation welcomes applications from all sections of the community and applications from candidates with a disability.



ADDITIONAL INFORMATION

CHAIR OF TRUSTEES

Safeguarding

HTF is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants must disclose all previous convictions including spent convictions in accordance with the associated legislation. Trustees must not have any previous disqualifications or have been barred from undertaking activities involving children and young people.

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 Chair will be required to undergo safeguarding training in accordance with the Foundation's Trustee training plan, which includes the EFL Trustee Safeguarding training. Further information can be provided by the Foundation's Safeguarding manager.

Equality, Diversity and Inclusion

HTF is a diverse environment and an organisation which respects all characteristics under the Equality Act 2010. We want everyone to feel valued and included within the 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.

Charity and company details

The Foundation is a registered charity (Charity number 1146501) with a Board of Trustees controlling the management and administration of the charitable activities of the Foundation. HTF is also a company limited by guarantee (company number 07690182) meaning that the Trustees are also Company Directors and manage the affairs of the Company in accordance with its Memorandum and Articles of Association.





**HUDDERSFIELD TOWN
FOUNDATION**

The Club's Official Charity

THANK YOU FOR YOUR
INTEREST IN THE
FOUNDATION



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Huddersfield Town Foundation



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Registered with
**FUNDRAISING
REGULATOR**

(Charity Number: 1146501, Company Number: 07690182)