

# The Huddersfield Town Foundation – Active Through Football Programme Manager

Up to £28,000 per annum depending on experience and qualifications

35+ hours per week

Fixed-term for three years in the first instance

In this new role you will be responsible for the implementation and delivery of the Active Through Football Programme, which is funded by the Football Foundation and Sport England. The programme aims to deliver a wide range of physical activities within the community of Dewsbury in North Kirklees, providing adults aged 18+ with opportunities to participate in football and other health-related activities.

This is an opportunity to be at the forefront of an exciting community-based development, and the successful candidate will need to earn the trust and respect of the community members, also securing their buy-in to and ownership of the activities available. Applicants must have excellent understanding of the Dewsbury area (or similar community), its assets, and the issues that people in this community are facing.

The post holder will lead and manage the project and associated delivery staff and will require excellent interpersonal and organisational skills to be confident of achieving the intended outcomes of the programme.

You must have a proven track record of successfully engaging with and influencing individuals and groups within a community, combined with the ability to lead, motivate, and develop others, including members of staff. Experience of preparing and managing budgets, and delivering multiple projects, is also essential.

Applicants must have a good standard of general education at Level 3 (A Level or equivalent) or higher; a degree or equivalent in health and fitness or other relevant discipline is desirable. You must be able to develop effective relationships and rapport with others, be well-organised with effective time-management skills, and be passionate about providing opportunities and making a difference through the power of sport.

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.



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## 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.

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 candidates with a disability. 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/>

To apply, please download an application form from our website or alternatively, request a form by email to [recruitment@htafcfoundation.com](mailto:recruitment@htafcfoundation.com) Previous applicants need not reapply.

Completed applications must be submitted by **10am on Monday 4<sup>th</sup> July 2022**.

**Interviews will take place in person on Wednesday 20<sup>th</sup> July 2022.**

The successful candidate must be able to attend role-specific training on 26<sup>th</sup> and 27<sup>th</sup> July 2022.

For an informal discussion about this position, please contact Siobhan Atkinson, Chief Executive Officer [Siobhan.Atkinson@htafcfoundation.com](mailto:Siobhan.Atkinson@htafcfoundation.com)