

Job Description

Post Title

Active Through Football Programme Manager

(Fixed term for three years in the first instance, with the possibility of an extension for a further two years)

Department/Location

Health and Wellbeing Team within the Huddersfield Town Foundation

The role will predominantly be split between the Leeds Road Sports Complex and Dewsbury Leisure Centre

Reports to

Head of Health and Wellbeing

Responsible for

2 x Community Champions (part-time)

Overview of the Role

The Active Through Football Programme Manager will be responsible for the implementation and delivery of the Football Foundation and Sport England funded programme. The programme is circa £500,000 to be delivered over five years. The five-year programme will aim to deliver a wide range of physical activities all designed to engage key targeted groups and demographics within the community of Dewsbury, to enable them to participate in positive activities and progress them to participate in football specific sessions and/or health-based activities. The programme specifically targets key groups over the age of 18, for example, walking football (age 45+).

The post holder will manage and oversee the delivery and development of activities, and develop relationships with new and existing stakeholders, also managing two part-time Community Champions. The programme of activities that are designed must help members of the community move from inactive status to being active and ensure that we also meet local priorities.

The post holder will support ongoing community engagement and capacity building, ensuring that the programme design is informed by the insight and learning, and that members of the local community have a clear buy-in and ownership.

There is an expectation that the post holder, in collaboration with the Chief Executive Officer and members of the Huddersfield Town Foundation's Senior Leadership Team, will seek and secure funding for the activities to continue beyond the initial funding for the programme.

The post holder will be a key decision-maker, working closely to support the Senior Leadership Team to shape the future direction and sustainability of the Foundation.

Functional Links

Internal: Huddersfield Town Foundation Chief Executive Officer
Huddersfield Town Foundation team, including the Senior Leadership Team, project leads and other staff
Board of Trustees
Club CEO
All Club personnel



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External: Including, but not limited to:

Community Hubs
The Football Foundation
Sport England
Community groups and third sector partners

Key Performance Indicators

- The Active Through Football project is delivered within the allocated budget.
- Ensuring the programme meets all KPI's and sustainable partnerships are formed with a diverse range of community groups within Dewsbury.
- There is improved health and wellbeing of programme participants, measured by a range of different health indicator tools and this data is

Role Specific Responsibilities

Strategic/Operational

The post holder will be required to:

- Act as the programme's main point of contact, working in collaboration with the Football Foundation and Sport England, providing progress updates as required over the duration of the programme.
- Manage the project delivery plan and budget, ensuring both are kept updated over the duration of the programme.
- Be the main point of contact for the programme evaluation and data collection partners and fully engage with the Community of Learning to share and learn best practice with and from other places.
- Manage and implement the monitoring, evaluation, and learning plan (including key performance indicators and outcomes), liaising with programme stakeholders as required and reporting against the requirements set out in the plan.
- Facilitate and manage the relationships with local programme stakeholders (consortium members and wider programme partners), while developing new local relationships with community groups, organisations, and service users.
- Coordinate and support ongoing community engagement and capacity building in the place, ensuring that the delivery plan and approach are informed by the insight and learning, and that the local community has ownership of these.
- Manage the relationship with programme delivery agencies, ensuring the requirements set out within the grant terms and conditions are met, e.g., safeguarding requirements, data capture and analysis, etc.
- Travel to key settings within Dewsbury and wider to meet the needs of the organisation and programme.
- Develop and implement quality assurance systems and reporting mechanisms and provide information when required to the Huddersfield Town Foundation Senior Leadership Team, the Chief Executive Officer, and the Board of Trustees.



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- Undertake any other duties as required by the Huddersfield Town Foundation Chief Executive Officer, the Head of Health and Wellbeing, and/or any other Senior Manager/Director.

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.

Additional Information

Safeguarding:

Huddersfield Town Association Football Club (HTAFC) Ltd. is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is anticipated that the role of Active Through Football Programme Manager 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.



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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.

Accepted by:

Name (Printed)

Name (Signed)

Date

This Job Description was prepared in April 2022.

The proposed review of this Job Description is January 2023.

Person Specification

Post Title

Active Through Football Programme Manager
(Fixed-term for three years in the first instance)



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Area of Expertise	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Proven track record of successfully delivering multiple projects. • Experience of working at a local level with community organisations. • Experience of community engagement, links into communities, and knowledge of networks linked to local communities. • Experience of and ability to prepare, manage, and monitor budgets. • Successful experience of working at a leadership level, including involvement in strategic groups, and line managing and developing others. 	<ul style="list-style-type: none"> • Previous experience in a health-related role. • Experience of working in the charitable sector and/or football club community trust. • Experience of event management. • Experience of delivering health and wellbeing activities.
Qualifications	<ul style="list-style-type: none"> • A good standard of general education including GCSE English and Maths at Grade A*-C/Grade 9-4. • A Level 3 qualification e.g., A Levels or BTEC Extended Diploma (or equivalent). 	<ul style="list-style-type: none"> • A degree or equivalent in a relevant discipline, e.g., Health and Fitness, Sport Development and Management, Community Development. • Safeguarding children qualification. • First Aid qualification.
Specific Skills and Knowledge	<ul style="list-style-type: none"> • Strong understanding of the Dewsbury area (or similar community), its assets, and the issues that people in this community face. • Excellent communication skills, both written and verbal, and able to communicate effectively with people from all backgrounds. 	<ul style="list-style-type: none"> • Knowledge and understanding of the health priorities across Kirklees with a key focus on Dewsbury. • Able to compose Service Level Agreements or contracts for project partners.



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Area of Expertise	Essential	Desirable
<p>Specific Skills and Knowledge (continued)</p>	<ul style="list-style-type: none"> • Able to manage relationships with external partners and successfully influence the delivery of services. • Able to use data and insight relating to specific projects, to determine future actions. • Excellent organisational skills with the ability to meet deadlines and ensure accuracy and attention to detail. • Track record of securing funding for health-related projects or initiatives, or similar. • Passionate about making a difference using the power of sport, physical activity, and learning. 	<ul style="list-style-type: none"> • Knowledge of sport development and sport/ physical activity infrastructure. • Able to use IT systems to monitor and evaluate the delivery of projects, activities, and events. • Knowledge of health and wellbeing organisations and services across Kirklees, with a key focus on Dewsbury.
<p>Additional Requirements</p>	<ul style="list-style-type: none"> • A high-level understanding of inequalities that exist across socio-economic groups in relation to health and wellbeing, and how these may be reduced. • 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 Enhanced Disclosure. • Full driving licence and the use of a vehicle, and/or the ability to travel throughout Kirklees. • Flexible approach to work and working hours, to fulfil the requirements of the role (including some evenings and weekends). 	