



**HUDDERSFIELD TOWN
FOUNDATION**

The Club's Official Charity

APPLICATION PACK

HIGHER EDUCATION MENTOR

AUGUST 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

Thank you for your interest in becoming the **Premier League Kicks Manager** 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

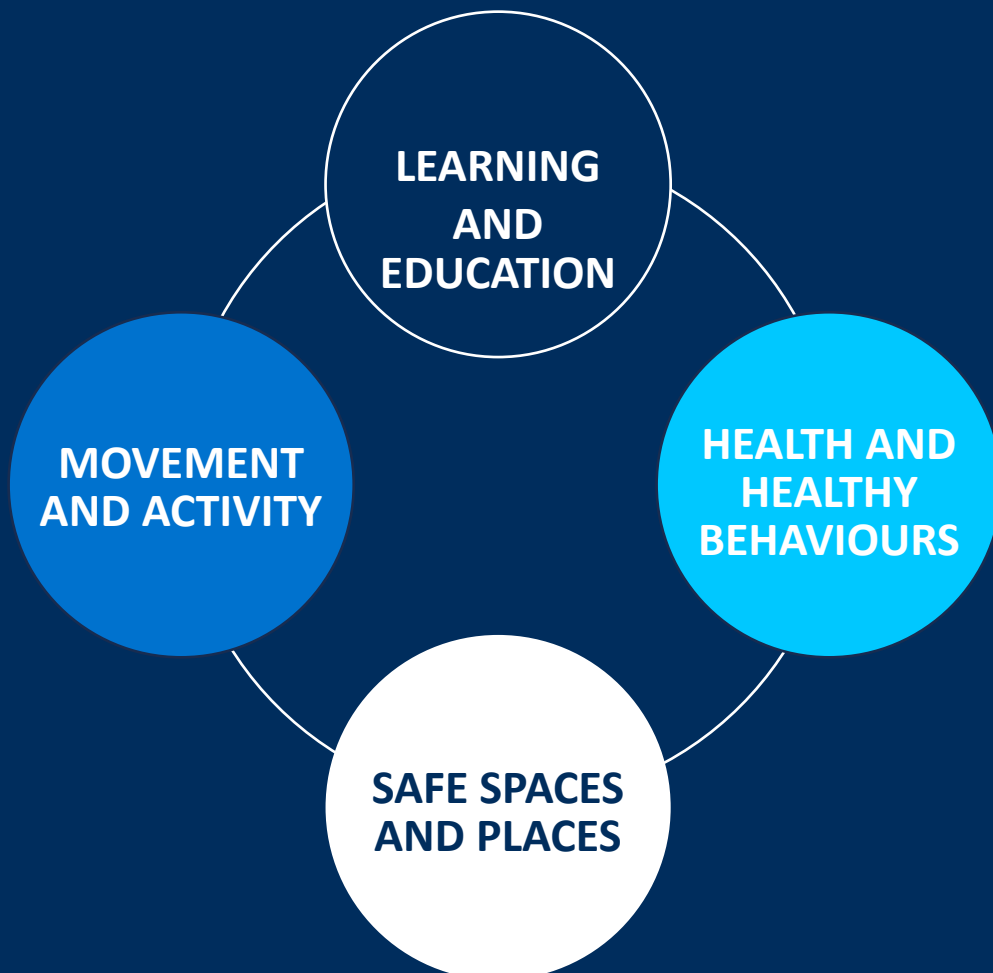
To tackle the consequences of inequality by working to provide positive opportunities and support to the community of Kirklees.

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

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

To apply you should submit the following to recruitment@htafcfoundation.com

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

Closing date

20/08/2024 5:00PM

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:

Dan Jarvis
07741671058

Assessment

Applications are assessed based on information provided. Huddersfield Town Foundation welcomes applications from all sections of the community.

References will be taken up on successful appointment post interview.



JOB VACANCY

HIGHER EDUCATION MENTOR

Reports to

Senior Education Manager

Salary

£24,500-29,500 per annum

Working pattern

Full time, 37.5 hours per week

Further details

Fixed term for 2 years in the first instance

Overview of the Role

The aim of The Huddersfield Town Foundation is to help improve the quality of life for young people and adults across Huddersfield and the West Yorkshire area by delivering projects with a focus on Education, Sport, Health and Inclusion.

As Higher Education Mentor the post holder will be required to support and mentor students as well as to facilitate tasks and provide individual and collective support to maximise students' successful completion of the Foundation degree programme that we run in conjunction with the University of South Wales. Other aspects of the role will also include working with a broad age range of participants to deliver classroom based and practical coaching sessions at different locations including schools and other community settings; therefore, the post holder will be required to work outdoors and to travel to different locations as part of the role.

Functional Links

Internal: Huddersfield Town Foundation Chief Executive Officer
Heads of Department
Programme Managers
Delivery Staff
All Club personnel

External: Including but not limited to:

Schools and Colleges in Kirklees and the surrounding areas, and their staff
Students and their parents/carers

Community groups and leaders

Other Football Club Community Organisations

The EFL Trust

The University of South Wales (USW)



JOB DESCRIPTION

HIGHER EDUCATION MENTOR

Key Performance Indicators

- The intake onto the Foundation degree programme is above 75% capacity.
- Lectures and tasks are facilitated to a high standard and student support is evidenced through pass rate of students and student welfare feedback.
- Classroom / Coaching sessions are well-planned and executed, evidenced by consistently positive feedback from participants and their parents/carers and schools.
- To ensure that students are successfully deployed to complete their work based learning hours and to assess their practical delivery.
- Classroom / Coaching sessions are inclusive of all, evidence by the diversity of the cohorts engaged with Foundation programmes.
- The Higher Education Mentor develops, consolidates, and enhances links between The Huddersfield Town Foundation and key stakeholders.

Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Recruit students annually to study the degree programme; this includes interview process and supporting with university applications.
- Support and mentor the students enrolled on the programme and manage students' adherence to deadlines to ensure these are met in a timely manner.
- Work with wider Foundation staff to organise and oversee the USW student work placement programme across the Foundation's activities. This may involve an element of assessing students and providing feedback to them.



JOB DESCRIPTION

HIGHER EDUCATION MENTOR

- Act as the students' first point of contact for queries and concerns.
- To develop and maintain relationships with local schools and colleges across Kirklees particularly around Career Fayres and workshops.
- To manage the relationship with the EFL Trust and University of South Wales on the degree programme.
- Plan, prepare, and deliver classroom based and practical coaching sessions as required.
- Maintain a consistently high standard of delivery at all sessions.
- Ensure content of sessions is exciting, engaging, and relevant to both participants and the aims of Foundation projects/programmes.
- Adopt a participant-centred approach to all delivery, ensuring protocol in relation to safeguarding is consistently observed.
- Maintain registers and manage the required reporting for all sessions.
- Represent The Huddersfield Town Foundation at stakeholder meetings at local, regional, and national level as required.
- Act as an Ambassador for The Huddersfield Town Foundation, building strong and effective relationships with partners and participants to ensure that interest in Foundation projects/ programmes is sustained.



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Other

- To attend all required induction and course events held at the University of South Wales;
- Contribute to fundraising/income generation for The Huddersfield Town Foundation, as required from time to time, to support and sustain the work of the organisation; and,
- Take responsibility for and be committed to personal and professional development, also keeping up to date with law, 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 Huddersfield Town Foundation Chief Executive Officer and/or the Board of Trustees, commensurate with the level of the post.
- Work closely with the Senior Education Manager to plan, promote and launch Further Education programmes for the 2024/25 academic year.



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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 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 at all times and behave in an inclusive and non-discriminatory manner, taking account of all protected characteristics as specified in the Equality Act 2010.



JOB DESCRIPTION

HIGHER EDUCATION MENTOR

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 Safeguarding Manager 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) 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 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 SPECIFICATION HIGHER EDUCATION MENTOR

Post Title

Higher Education Mentor

| Area of Expertise | Essential | Desirable |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience | <ul style="list-style-type: none"> • Demonstrable experience in sports coaching. • Experience working with young people, particularly those aged 14-21. • Previous experience of mentoring young people | <ul style="list-style-type: none"> • Previous experience in a similar role/environment. • Previous experience delivering literacy, numeracy and/or PSHE interventions. • Experience teaching within further education. • Experience of helping to run community programmes for young people, including recruiting learners/ participants. |
| Qualifications | <ul style="list-style-type: none"> • Educated to degree level in a sport related subject. • Valid First Aid Certificate. • Safeguarding training/qualification. | <ul style="list-style-type: none"> • Youth work Qualification • Holds QTS status or PTLLS qualification • UEFA C or FA Level 2 qualification in Coaching Football. |



JOB DESCRIPTION

SECONDARY SCHOOLS MANAGER

| Area of Expertise | Essential | Desirable |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <ul style="list-style-type: none"> 1st4Sport Level 2 Award in Multi-Skills Development in Sport or other equivalent Level 2 NGB qualification. |
| <p>Specific Skills and Knowledge</p> | <ul style="list-style-type: none"> Excellent communication and interpersonal skills. Able to work both independently and as part of a team. Well-organised with the ability to manage own workload. Ability to inspire and motivate young people. | <ul style="list-style-type: none"> Knowledge of Foundation degrees and the HE landscape. Understanding of current issues in the training and skills sector. Knowledge and experience of applying to university and the Student Loans process. |



JOB DESCRIPTION

SECONDARY SCHOOLS MANAGER

| | | |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 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. | <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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INTEREST IN THE
FOUNDATION

