



**HUDDERSFIELD TOWN
FOUNDATION**

The Club's Official Charity

APPLICATION PACK

CASUAL COACH

October 2024

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 a **Casual Coach** 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 strategy in January 2022 and more recently developed a Theory of Change the Foundation now has a clear direction of travel.

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

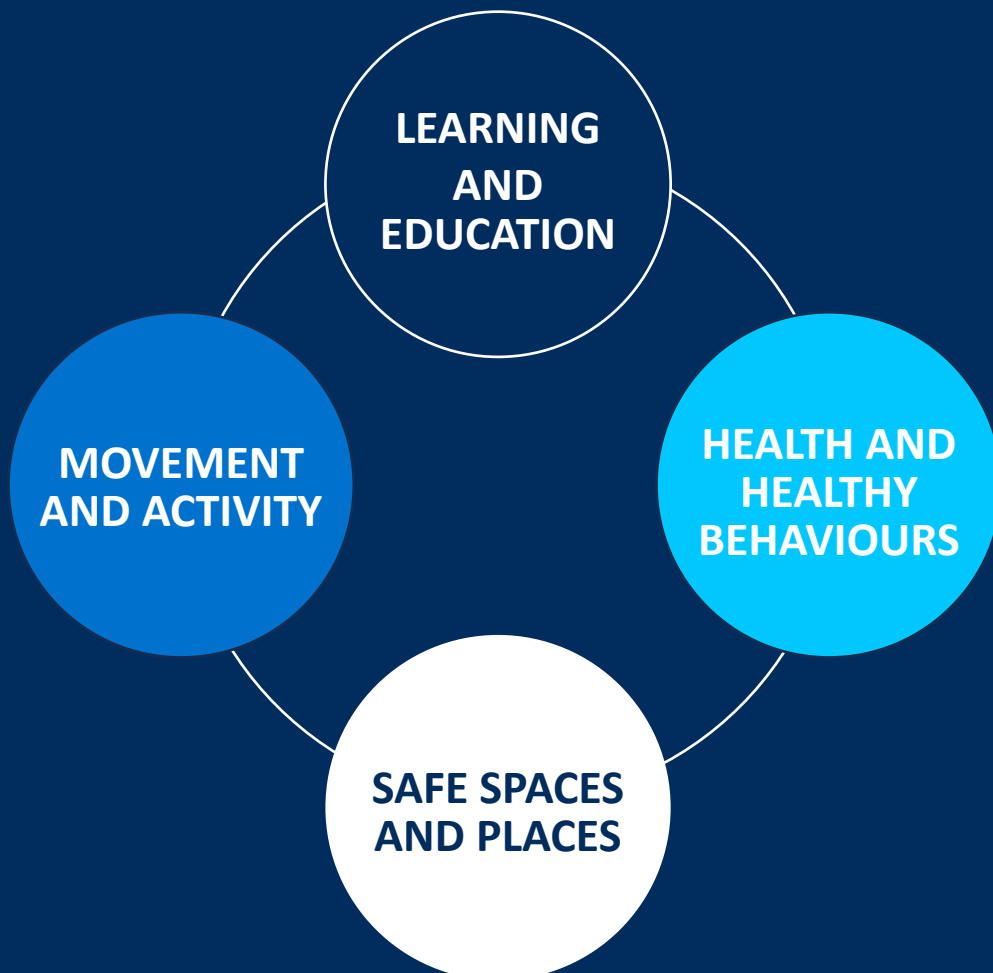
To tackle the consequences of inequality by working to provide positive opportunities and support to the community of Kirklees.

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

£1,500,000+

OUR CULTURE

Our culture is our character and personality. We are:

COLLABORATIVE

**OPEN &
BRAVE**

**CARING &
RESPECTIVE**

**CONSISTENT &
DETERMINED**

**IMAGINATIVE
& INSPIRING**



JOB VACANCY

CASUAL COACH

BENEFITS:

- Training and development opportunities
- Staff social activities
- Equipment such as branded clothing and coaching equipment.
- Access to tickets to home HTAFC league fixtures (where possible)
- Free car parking and tea and coffee in the offices
- Inclusive and welcoming environment – equality, diversity, and inclusion priorities are embedded throughout the organisation



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

Copies of this can be requested from the email address above or downloaded from our website.

Closing date

Rolling advert – applications will be reviewed every 2 weeks.

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 (Senior Education Manager)
07741671058

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 will apply for references for the successful candidate following the selection process.



JOB VACANCY

CASUAL COACH

Reports to

Will report to various programme managers depending on the projects and programmes to which you are allocated.

Salary

Hourly rate paid at £13.00/hr for assistant coaches (minimum of NGB Level 1 qualification required to assist) and £17.00/hr for lead coaches (minimum of NGB Level 2 qualification required to lead)

Working pattern

Discretionary sessional hours as and when required (including evenings and weekends)

Department/Location

The Huddersfield Town Foundation, Leeds Road Sports Complex

Further details.

We are currently recruiting experienced and qualified coaches to join our established delivery team on a casual basis, delivering practical sessions on a range of programmes to children and adults across Kirklees.

Sessions take place at different times and locations including schools and other community settings, on weekdays, evenings, and weekends, therefore, applicants must have a flexible approach to work and working hours, as well as the ability to travel to different locations.

As a Casual Coach you must be well-organised with the ability to plan and deliver engaging and fun sessions that are relevant to the participants and the overarching aims of our projects. You must be passionate about using the power of sport to engage with and inspire people of different ages and from different backgrounds. Excellent communication and interpersonal skills are also essential to this role.



JOB DESCRIPTION

CASUAL COACH

Overview of the Role

The aim of The Huddersfield Town Foundation is to help improve the quality of life for children and adults across Huddersfield and the West Yorkshire area by supporting project delivery with a focus on Education, Movement, Health and Safe Places and Spaces.

Huddersfield Town Foundation is recruiting Casual Coaches to contribute to several programmes and initiatives that it currently offers to the wider community during weekday mornings, afternoons, evenings and weekends. You will develop supportive relationships with participants across a range of HTF programmes.

Functional Links

Internal:

- Head of Programmes
- Senior Programme Managers
- Project Managers
- Delivery staff
- Staff and managers throughout the Foundation and Club

External: Including but not limited to:

- Schools in Kirklees and the surrounding areas, and their staff Pupils and their parents/carers
- Community groups and leaders
- Other Football Club Community Trusts
- Participants



JOB DESCRIPTION

CASUAL COACH

Key Performance Indicators

- Sessions are well-planned and executed, evidenced by consistently positive feedback from participants and other stakeholders.
- Sessions successfully support KPIs attached to various designated Foundation programmes
- Sessions are inclusive of all, evidence by the diversity of the cohorts engaged with Foundation programmes.
- The Casual Coach develops, consolidates, and enhances links between The Huddersfield Town Foundation and the wider community.

Role Specific Responsibilities and Accountabilities

The post holder will be required to:

- Deliver engaging sessions that are suitable for the participants.
- Develop a strong working knowledge and understanding of key areas of need within Kirklees.
- Ensure all sessions are adhering to the session risk assessment and are dynamically risk assessed.
- Quickly develop strong rapport with participants on sessions to effectively understand their needs.



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Other

- Attend all required induction and training events organised by and through the Huddersfield Town Foundation.
- The post holder will be required to undertake any other duties as required by the Chief Executive Officer, the Chief Operating Officer, the Senior Youth Engagement Manager and/or any other Senior Manager/Director, commensurate with the level of the post.

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 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 always 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 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 Foundation Designated 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 always support and uphold this zero-tolerance approach.



PERSON SPACIFICATION

CASUAL COACH

Post Title

Casual Coach - (Discretionary sessional hours as and when required)

Area of Expertise	Essential	Desirable
Experience	<p>Experience of delivering high quality and fun football and/ or other sports activities to a range of ages and abilities.</p> <p>A track record of engaging participants in positive activities.</p> <p>Experience of planning and delivering football and/ or other sports sessions.</p>	<p>Previous experience in a grassroots football or community club organisation.</p> <p>Knowledge of monitoring and evaluation processes.</p> <p>Knowledge and understanding of the Kirklees district.</p>
Qualifications	<p>FA Level 2/UEFA C in Coaching Football and/ or other NGB equivalent Qualification (Lead)</p> <p>FA Level 1 (Introduction to Coaching Football) and/ or other NGB equivalent Qualification (Assistant)</p> <p>Valid First Aid Certificate.</p> <p>Safeguarding training/qualification</p>	<p>FA Level 3/UEFA B in Coaching Football and/ or other NGB equivalent Qualification</p> <p>FA Youth Award/Youth Modules</p>



JOB DESCRIPTION

CASUAL COACH

Area of Expertise	Essential	Desirable
Specific Skills and Knowledge	<p>Excellent communication and interpersonal skills.</p> <p>Able to take instruction from others.</p> <p>Able to adhere to the Company's policies and procedures.</p> <p>Well-organised with the ability to manage own workload</p>	
Additional Requirements	<p>Excellent timekeeping and commitment to timetable of delivery.</p> <p>Strong commitment to high quality delivery.</p> <p>Friendly, honest, driven, self-motivated and reliable.</p> <p>Professional appearance.</p> <p>Able to travel to a wide range of locations, using own or public transport.</p> <p>Committed to equality and diversity initiatives, and anti-discriminatory practice.</p> <p>Suitable to work with children and young/vulnerable adults e.g. evidenced by an up-to-date DBS Disclosure.</p>	<p>Full driving license and access to a vehicle.</p>





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THANK YOU FOR YOUR
INTEREST IN THE
FOUNDATION

