



**HUDDERSFIELD TOWN
FOUNDATION**

The Club's Official Charity

APPLICATION PACK

CASUAL YOUTH WORKER

December 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 Youth Worker** 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

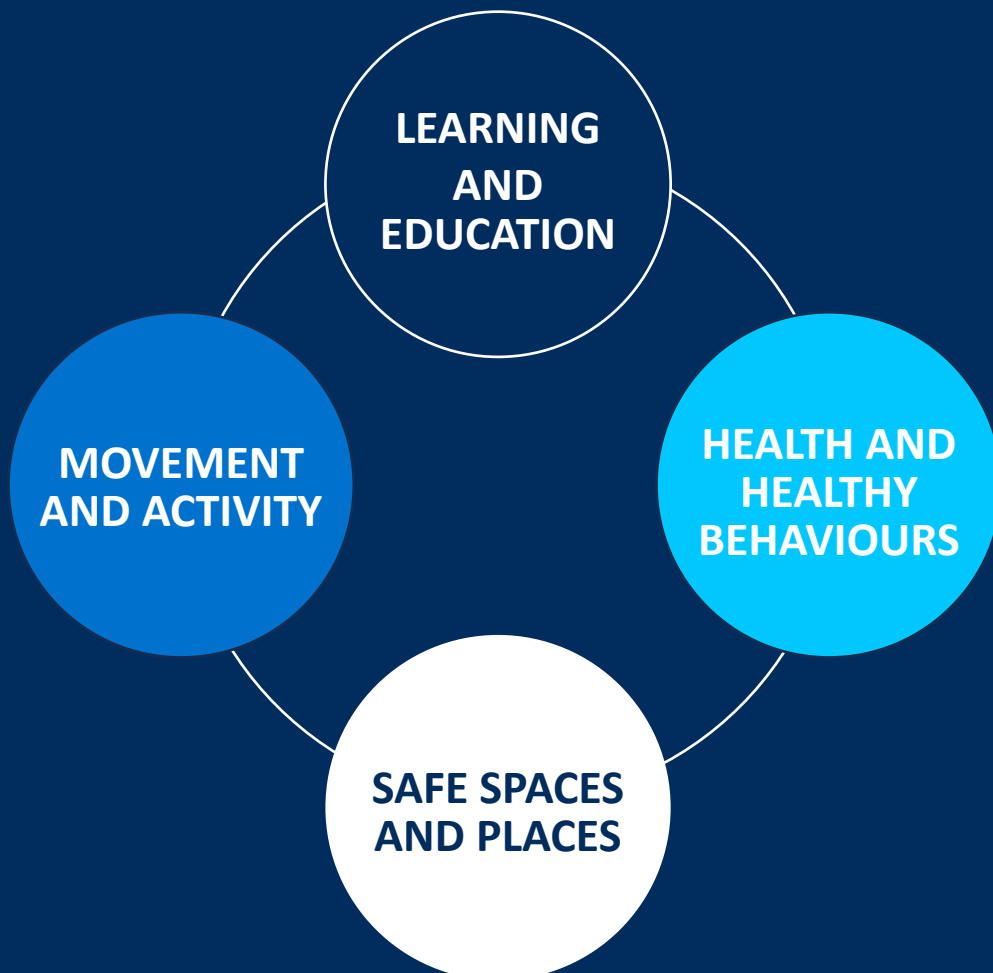
To tackle the consequences of inequality by working to provide positive opportunities and support to the community of Kirklees.

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

£1,300,000+

OUR CULTURE

Our culture is our character and personality. We are:

COLLABORATIVE

**OPEN &
BRAVE**

**CARING &
RESPECTIVE**

**CONSISTENT &
DETERMINED**

**IMAGINATIVE
& INSPIRING**



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@htaafcfoundation.com

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

Closing date

Ongoing - 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:

Joe Scargill (Senior Youth Engagement Manager)
07947564331

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 YOUTH WORKER

Reports to

Will report to various programme managers depending on the projects and programmes to which you are allocated, but will predominantly be Senior Youth Engagement Manager & Youth Engagement Manager.

Salary

Hourly rate paid at £13.00/hr for assistant casual youth workers (minimum Level 2 Award in Youth Work Principles) and £17.00/hr for lead casual youth workers (minimum Level 3 Diploma in Youth Work Practice).

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 casual youth workers to join our established delivery team on a part-time basis, delivering practical sessions on a range of programmes to young people and adults across Kirklees.

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

As a Youth Worker 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 VACANCY

CASUAL YOUTH WORKER

BENEFITS:

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



JOB DESCRIPTION

CASUAL YOUTH WORKER

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 supporting project delivery with a focus on Education, Movement, Health and Safe Places and Spaces.

Huddersfield Town Foundation are recruiting Casual Youth Workers to contribute to several programmes and initiatives that it currently offers to the wider community during evenings and weekends. You will develop supportive relationships with young people, mentoring and encouraging young people's active participation across a range of HTF programmes.

You will create opportunities for volunteer involvement as well as helping to develop leadership opportunities for young people.

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
- Kirklees Council
- Other Football Club Community Trusts
- Participants



JOB DESCRIPTION

CASUAL YOUTH WORKER

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 Youth Worker 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 young people aged 8-18. Additional responsibilities specific to the roles of the lead and assistant can be found further in the pack.
- Develop a strong working knowledge and understanding of key areas of need within Kirklees.
- Ensure the collection of data that can track participant engagement and collect impact evidence for monitoring programmes and provide regular reports as required.
- Ensure all sessions are adhering to the session risk assessment and are dynamically risk assessed.
- Quickly develop strong rapport with young people on sessions to effectively understand their needs.
- Have a good understanding of equity and social inclusion and where appropriate support delivery of specific projects.



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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.



JOB DESCRIPTION

CASUAL YOUTH WORKER

Additional Information

Lead and Assistant Casual Youth Worker Roles and Responsibilities

Lead Casual Youth Worker	Assistant Casual Youth Worker
Plan and deliver interventions aimed at young people helping them with specific topics, including building life skills, developing healthy relationships and making positive choices.	Support with the delivery of interventions aimed at young people helping them with specific topics, including building life skills, developing healthy relationships and making positive choices.
Provide referrals to other professionals and support organisations where appropriate via the Youth Engagement Manager. This includes actively seeking opportunities for the young people that they may be interested in.	Advise where appropriate to consider referrals to other professionals and support organisations where appropriate via the Lead Casual Youth Worker.
Organise and deliver youth voice activations.	Support with the delivery of youth voice activations.
Where appropriate and with support from the Safeguarding Manager and Youth Engagement Manager, provide assessments and plans to support young people experiencing risk factors that may increase the likelihood of their involvement in youth violence either as a victim or perpetrator.	Identify and report perceived risk factors of young people that may increase the likelihood of their involvement in youth violence either as a victim or perpetrator.



JOB DESCRIPTION

CASUAL YOUTH WORKER

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 SPECIFICATION

CASUAL YOUTH WORKER

Post Title

Casual Youth Worker – (Discretionary sessional hours as and when required)

Area of Expertise	Essential	Desirable
Experience	<p>Experience of delivering or assisting the delivery of open-access youth work</p> <p>A track record of engaging participants from hard-to-reach backgrounds and underrepresented groups.</p> <p>Knowledge and understanding of young people and the challenges they face.</p> <p>Experience of planning and delivering youth work sessions.</p>	<p>Previous experience in a similar role/environment.</p> <p>Previous experience mentoring young people.</p> <p>Knowledge of Monitoring and evaluation processes</p>
Qualifications	<p>Level 2 Youth Work (Assistant) Level 3 Youth Work (Lead) Qualification or A professional JNC Youth and Community Qualification.</p> <p>Valid First Aid Certificate.</p> <p>Safeguarding training/qualification.</p>	<p>Level 2 multi-skills or other equivalent Level 2 NGB qualification.</p>
Specific Skills & Knowledge	<p>Excellent communication and interpersonal skills.</p> <p>Ability to remain calm, de-escalate conflict and manage challenging behaviour.</p> <p>Able to take instruction from others.</p>	<p>Ability to remain calm, de-escalate conflict and manage challenging behaviour.</p>



JOB DESCRIPTION

CASUAL YOUTH WORKER

Area of Expertise	Essential	Desirable
<p>Specific Skills & Knowledge</p>	<p>Able to adhere to the Company's policies and procedures.</p> <p>Well-organised with the ability to manage own workload.</p>	
<p>Additional Requirements</p>	<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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INTEREST IN THE
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