**Job Description and Person Specification**

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| **Job title** | Facility Development Officer |
| **Reports to** | Head of Delivery |

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| **Job purpose(s)** | |
| * To support delivery of The FA National Game Strategy and the Berks & Bucks FA Business Strategy. * To ensure that every affiliated football fixture is played on a ‘good’ quality pitch. * To activate & deliver priority projects for Football Foundation investment via Local Football Facility Plans. * To monitor & evaluate the performance of facilities that receive Football Foundation investment * To contribute to the effective implementation of The FA’s Safeguarding Operating Standard for County FAs. | |
| **Direct reports** | None |

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| **Location** | This role will be based out of the Berks & Bucks FA offices in Abingdon, however there will be opportunities for remote working as appropriate. |
| **Working hours** | This is a full-time role equating to 35 hours per week. There is a requirement to work evenings and weekends, in line with the demands of the role |
| **Contract type** | Fixed Term Contract, expiring June 2025 |

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| **Responsibilities** |
| * Deliver all activities that ensure every affiliated football fixture is played on a ‘good’ quality pitch, including the promotion of the Grass Pitch Maintenance Fund * Track the quantity and quality of football pitches and ground locations for affiliated fixtures via Pitch Power. * Develop a programme to recognize and support individuals responsible for grounds maintenance * Ensure that the outcomes of each facility project are aligned to the Football Foundation key objectives and the FA’s National Game Strategy. * Activate projects for 3G Pitches, Changing Rooms and Small-Sided facilities within Local Football Facility Plans to generate enough demand and deliver against Football Foundation spend targets. * Deliver support days to provide guidance to each Football Foundation applicant and ensure progress. * Deliver support days to monitor and evaluate previously funded Football Foundation projects and provide guidance to ensure they are successful. * Collaborate with The FA, Football Foundation, Grounds Management Association and Sport England. * Develop collaborative working partnerships with local authorities, clubs, leagues, schools and other facility providers. * Promote the Football Foundation’s Small Grant Scheme to clubs, leagues and other local partners * Ensure all 3G pitches are on the FA Register * Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Learning, FA Events, Whole Game System, Matchday app and Full-Time). * Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers. * Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within all facility and investment projects. * Ensure contract agreements are in place with all contractors (facility hire, consultants etc.) and that these outline the requisite safeguarding responsibilities and accountabilities for all parties. * Contribute to ensuring that safeguarding and equality are embedded throughout the Berks & Bucks FA and grassroots football. * Execute additional tasks as required to meet Berks & Bucks FA changing priorities. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * A degree level qualification or two years’ sports development experience. | **Desirable** |
| **Skills** | |
| **Essential**   * Strategic thinking and planning skills. * Self-motivated with excellent leadership skills and ability to build trust-based relationships. * Excellent internal and external stakeholder relations and customer service skills. * Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes. * Project management skills and experience – to plan, set and achieve objectives within deadlines. * Exceptional communication, interpersonal and influencing skills. * Effective report-writing and presentation skills * Effective prioritisation and time management skills. * Excellent IT skills, including the use of Microsoft Office applications. * Excellent problem-solving and decision-making skills. * Budget management skills. * Ability to use data to monitor and evaluate programmes. | **Desirable** |
| **Knowledge and experience** | |
| **Essential**   * Knowledge of how the County FA operates in partnership with The FA. * Knowledge of and commitment to equality, diversity and inclusion. * Knowledge and understanding of working with volunteers. * Experience in the football community and a passion for football. * Experience of monitoring and evaluation of programmes. * Knowledge of good people management practice. * Experience of project management. * Experience of developing sports facilities. | **Desirable**   * Knowledge of funding sources to support capital projects. * Experience of project management. * Experience of utilising mapping programmes to support strategic and logistical planning. * Knowledge of the Football Foundation, Local Football Facility Plans and local planning authorities. * Knowledge of the Safeguarding Operating Standard. |
| **Enhanced DBS Check required?** | Yes |
| **Clean, full driving Licence?** | Yes |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below** | |
| **FA value** | **Behaviours** |
| PROGRESSIVE | **Embraces new thinking in pursuit of continuous improvement:**   * Identifies the need for, and actions change in direction, practice, policy or procedure. * Questions the way things are done and takes informed risks. * Continuously seeks to improve efficiency and performance. |
| RESPECTFUL | **Sets the standards for respectful behaviour across the game:**   * Maintains people’s self-esteem when interacting with them. * Avoids pre-judgement when listening to suggestions from others. * Seizes the opportunity to apply FA standards at all times. |
| INCLUSIVE | **Champions and ensures that football is, and will remain, a game for *everyone:***   * Openly collaborates with colleagues and partners in the game * Provides equal opportunity to people of different backgrounds, experience and perspective * Seeks out and embraces new ways of thinking and working. |
| DETERMINED | **Tenacious and accountable. Serving the whole game and doing the right thing:**   * Works relentlessly to overcome roadblocks or obstacles to achieve the goal. * Remains focused on seeing agreed goals through to completion taking pride in their work. * Maintains motivation for their team and themselves. |
| EXCELLENT | **The very best outcome achieved by sustained excellence in performance:**   * Seeks to achieve the highest levels of performance at all times. * Persistent to achieve a standard that others consider impossible. * Challenges others to go further and achieve more. |

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| **Job description reviewed and modified by:** | Jon Wood |
| **Date job description reviewed and modified:** | 23rd March 2022 |
| **Job description authorisedby:** |  |

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| **Signed by job holder (on appointment):** |  |
| **Date signed:** |  |

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.