**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.
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| **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.
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| **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.
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| 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.
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| 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.
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| 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.
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| 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.