**Job Description and Person Specification**

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| **Job title** | Facility and Investment Officer  |
| **Reports to** | Football Development Manager  |

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| **Job purpose(s)** |
| * To support delivery of The FA Grassroots Football Strategy and the Kent FA Business Strategy.
* To ensure that every affiliated football fixture is played on a ‘good’ quality pitch.
* To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans.
* To protect existing football facilities from planning application.
* To contribute to the effective implementation of The FA’s Safeguarding Operating Standard for County FAs.
* To support the adoption of FA technology systems across grassroots football.
* To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.
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| **Direct reports** | Football Development Manager |

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| **Location** | Office based at Kent FA HQ (ME20 6DQ) – currently two days per week office based, remote working three days per week (these are subject to change)The position also involves regular travel across the county. |
| **Working hours** | 35 hours per week, Monday to Friday. Occasional evening and weekend work will be required as part of the role. |
| **Contract type**  | Fixed Term until 30th June 2024.  |

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| **Responsibilities** |
| * Support delivery of all activities that ensure every affiliated football fixture is played on a ‘good’ quality pitch including the use of PitchPower and the Hive Groundskeepers Community.
* Track the quantity and quality of football pitches and ground locations for affiliated fixtures.
* Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and the FA’s Grassroots Football Strategy.
* Activate grass pitch and smaller projects from Local Football Facility Plans to generate enough demand and deliver against Football Foundation spend targets.
* Support the delivery of support days to each Football Foundation applicant around the Grass Pitch Improvement Programme and Small Grants Programme.
* Support applicants to develop their football development plans to enable them to apply successfully for funding.
* Oversee a database of local funding sources that clubs and leagues can apply for funding from.
* Oversee the support days to monitor and evaluate previously-funded Football Foundation projects and provide guidance to ensure they are successful.
* Develop collaborative working partnerships with local authorities, clubs, leagues, schools and other facility providers.
* Provide the highest level of customer excellence to support volunteers across all FA Technology systems (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.
* To lead on all issues regarding planning protection, completion of Sport England planning requests and safeguard playing pitches within Kent.
* 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 Kent FA and grassroots football.
* Execute additional tasks as required to meet Kent FA’s changing priorities.
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| **Person specification** |
| **Qualifications** |
| **Essential** * Educated to Degree level or equivalent.
 | **Desirable** * A qualification in sports development or similar
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| **Skills** |
| **Essential*** 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 to deadlines.
* Excellent IT skills, including the use of Microsoft Office applications.
* Ability to work independently and as part of a team.
* Excellent time management and prioritisation skills.
* Excellent problem-solving and decision- making skills.
* Outstanding communication and presentation skills.
* Exceptional customer service.
* Budget management skills.
* Report-writing skills.
* Ability to use data to monitor and evaluate programmes.
 | **Desirable*** Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities
* Previous experience of developing capital sports projects.
* Previous experience of successfully applying for funding for a project.
* Previous experience of advising or guiding on a project in a team environment.
* Capability to create multiple reports, budgets and plans
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| **Knowledge and experience** |
| **Essential*** Practical experience of sports / football / facility development.
* Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
* Knowledge of The FA coaching qualification framework.
* Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.
 | **Desirable*** Knowledge of The FA’s Grassroots Football Strategy and the National Facility Strategy
* Experience of project management.
* Experience of utilising mapping programmes to support strategic and logistical planning.
* Knowledge and understanding of working with volunteers.
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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** |
| INNOVATIVE | **Embraces new and creative thinking in pursuit of continuous improvement:*** Identifies new and different ways to overcome problems, thinking creatively to develop solutions.
* Continuously seeks to improve efficiency and performance.
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| SUPPORTIVE | **Fosters a supportive culture:*** Maintains people’s self-esteem when interacting with them.
* Avoids pre-judgement when listening to suggestions from others.
* Always seizes the opportunity to apply FA standards.
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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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| REFLECTIVE | **Ensures that the whole game is represented across the business:** * Remains focused on ensuring that all of Kent Football is represented by all stakeholders, proactively tackling roadblocks.
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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:** | Darryl Haden |
| **Date job description reviewed and modified:** | 20 June 2022 |
| **Job description authorisedby:** | Denise Richmond, Kent FA Chair.  |

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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.