



Connecting People. Changing Lives.

Job Description and Person Specification

Job title	Football Participation Manager (Facilities Lead)
Reports to	Head of Delivery

Job purpose(s)	
<ul style="list-style-type: none"> 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 manage and lead Development Officers supporting Player Pathways & Inclusion 	
Direct reports	Football Development Officers and Community & Inclusion Officer

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

Responsibilities	
<ul style="list-style-type: none"> Manage the Football Development Participation team in line with personal and performance reviews; setting targets, monitoring performance and identifying training requirements. Manage Football Development budgets and provide reports on a quarterly basis. 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.

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

- Utilising insight & mapping programmes to support strategic and logistical planning
- Ability to identify and progress new opportunities

Knowledge and experience

Essential <ul style="list-style-type: none"> • 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. 	Desirable <ul style="list-style-type: none"> • Experience within leadership/management role • 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. • Experience of developing sports facilities.
Enhanced DBS Check required?	Yes
Clean, full driving Licence?	Yes

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
BBFA value	Behaviours
PROACTIVE	Embraces new thinking in pursuit of continuous improvement: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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.
TRUSTED	Tenacious and accountable. Serving the whole game and doing the right thing: <ul style="list-style-type: none"> • 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.
INSPIRED	The very best outcome achieved by sustained excellence in performance: <ul style="list-style-type: none"> • 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.

Job description reviewed and modified by:	Jon Wood
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Date job description reviewed and modified:	1st August 2022
Job description authorised by:	
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.