



**FACILITIES & INVESTMENT
SUPPORT OFFICER**

RECRUITMENT PACK



WELCOME

A BIT ABOUT US

We govern Football across Cheshire and have been doing that since 1878. Now, we are changing our approach to put our clubs, leagues, players, coaches and referees at the forefront of our thinking. These are our volunteers. These are our people. We help to grow the game in Cheshire and develop each and every area of Football.

BACKGROUND

There has never been a better time to join Cheshire Football Association to play a leading role in the improvement of grassroots football facilities.

Cheshire FA has played an important role in strategically planning, developing and delivering facilities for grassroots football since The FA, The Premier League, Sport England and Government formed the Football Foundation in 2000. To date we have secured over £20m to improve grassroots football facilities for players, clubs, leagues and other football facility providers in our County.

The National Football Facilities Strategy sets out clearly to improve the following types of facilities:

- Grass Pitch
- 3G Football Turf Pitches
- Changing Rooms and Pavilions
- Small-sided Spaces

The FA, Sport England, the Government and the Premier League, have clearly identified the aspirations for football to contribute directly to important government education, social and health agendas. Alongside this, the strategy is clear that traditional, affiliated football remains an important priority and a core component of the game, whilst recognising and supporting the more informal environments used for community and recreational football.

The Government has recently backed the strategy with an additional £172m announced as part of its Comprehensive Spending Review for the next 3 years. This investment represents an opportunity for Cheshire FA to drive forward and deliver projects that we have identified in our Local Football Facility Plans on a far greater scale that we have been able to achieve before.



INCLUSIVE

CHAMPIONING AND ENSURING THAT FOOTBALL
IS AVAILABLE AND SAFE FOR EVERYONE



PROGRESSIVE

COMMITTED TO CONTINUOUSLY IMPROVE
AND BE TRANSFORMATIONAL IN WHAT WE DO



RESPECTFUL

SET THE STANDARDS FOR RESPECTFUL
BEHAVIOUR ACROSS THE GAME

CHESHIRE FA

FACILITIES & INVESTMENT SUPPORT OFFICER



Job Title:	Facilities & Investment Support Officer
Location:	Hartford House, Hartford Moss Recreation Centre, Northwich, CW8 4BG
Closing Date:	Tuesday 5th July 2022
Interview Date:	Wednesday 13th July 2022
Contract Type:	3-Year Fixed Term, Full-Time (35 hours per week, Monday-Friday, 9.00am-5.00pm)
Salary:	Circa £19,000-£22,000 dependent upon experience
Start Date	Mid-August 2022 (date TBC)

A BIT ABOUT THE ROLE

We are looking for Facilities & Investment Support Officer to support our current team to deliver investment in grassroots football facilities where it is most needed in our county.

We are looking for someone who is passionate about grassroots football facilities, has the ability to help club volunteers to shape their ideas and be in a position to apply for funding to improve their facilities and sustain their clubs. The role will also require a customer-focused approach as you will provide support across the business with customer service enquiries via telephone and email.

We have big plans to improve our grass pitches across Cheshire and this role will play a big part delivering this priority ensuring that our clubs and partners are able to access advice, support and funding through the Grass Pitch Improvement Programme.

Lots of our clubs require support to access grants for small scale projects for improvements, equipment and activities. Using your skills, you will guide them through the maze of opportunities available in the county and nationally.

EQUALITY AND DIVERSITY

We would encourage all applicants to complete our voluntary Equality & Diversity Monitoring Form, via this [link](#), as part of the application process. The data we collect will be anonymous and confidential and will not be stored or linked to your application in any way. The data helps Cheshire FA to build a more accurate picture of the diversity of the people applying to join the organisation, and to then monitor progress in this area. The link to complete this is in the application form. You can also read our Equality Policy, [here](#).

Data will be held in accordance with the Data Protection Act 2018 and Cheshire FA's [Privacy Policy](#).

Cheshire FA is committed to, and values the principles of diversity, equality and inclusion. We strive to provide an inclusive and supportive working environment where all our team feel respected and supported in fulfilling their potential. We encourage and welcome applications from all, regardless of background and are particularly interested to hear from individuals belonging to under-represented groups including individuals from minoritised communities, all genders identities, individuals with a disability and LGBTQI+ individuals, people of faith and people of all ages. If you are an applicant with a disability who meets the essential requirements of the job, we will interview you.

Cheshire FA are committed to ensuring recruitment decisions will be based on merit with a focus solely on the skills and experience required for the job. Diversity monitoring data will not be used for selection purposes, but will be used to help ensure that policies, practices and procedures promote equality of opportunity.

Should you need any reasonable adjustments to the recruitment process, at either application or interview stage, please contact us directly via HR@CheshireFA.com



INCLUSIVE

CHAMPIONING AND ENSURING THAT FOOTBALL
IS AVAILABLE AND SAFE FOR EVERYONE



PROGRESSIVE

COMMITTED TO CONTINUOUSLY IMPROVE
AND BE TRANSFORMATIONAL IN WHAT WE DO



RESPECTFUL

SET THE STANDARDS FOR RESPECTFUL
BEHAVIOUR ACROSS THE GAME



ROLE PROFILE

Reports to: Facilities & Investment Manager

Purpose:

- To support delivery of The FA Grassroots Football Strategy and the Cheshire FA Business Strategy.
- To ensure that every affiliated football fixture is played on a 'good' quality pitch.
- 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.
- To provide excellent customer service across a range of queries from our stakeholders.

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.
- 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.
- Maintain 3G register.
- Develop CPD and training offer for local clubs' groundkeepers.
- Develop collaborative working partnerships with clubs, leagues, schools and other facility providers.
- Attend the local 3G pitch steering groups in Cheshire, ensuring development plans are active and up to date.
- 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.
- 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 Cheshire FA and grassroots football.
- Execute additional tasks as required to meet Cheshire FA's changing priorities.
- Provide customer service support across all areas of the business, dealing with queries from stakeholders on telephone, email or at Cheshire FA HQ.



OUR VALUES

Inclusive

- Championing and ensuring that football is available and safe for everyone.

Progressive

- Committed to continuously improve and be transformational in what we do.

Respectful

- Set the standards for respectful behaviour across the game.

WHAT WE'RE LOOKING FOR



Qualifications:

Essential

- Educated to A Level or equivalent.

Desirable

- A qualification in sports development or similar
- A qualification in customer service/excellence

Skills & Abilities

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
- Previous experience of working in customer service or a customer-facing role.



Knowledge & Experience

Essential

- Practical experience of sports / football / facility development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.
- 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.

Enhanced DBS Check required? YES

Clean, full driving licence? YES



HOW TO APPLY

Please submit your CV and Cover Letter (2 sides maximum) outlining how you meet the Role Profile and 'What we are looking for' criteria, by either email or post to:

- Vesta Pear, Facilities & Investment Manager at Cheshire FA via HR@CheshireFA.com
- Postal applications are to be addressed; Strictly Private and Confidential, for the attention of Vesta Pear, Facilities & Investment Manager, Cheshire FA, Hartford House, Moss Farm Recreation Centre, Northwich, Cheshire, CW8 4BG.

We would also be very grateful if you can please complete our voluntary Equality & Diversity Monitoring Form, as detailed on page 1, upon submission of your application via this [link](#).

The **closing date** for applications is **TUESDAY 5TH JULY 2022**

Interviews will be held on **WEDNESDAY 13TH JULY 2022**

Due to the volume of applications received for most roles, we may only be able to contact candidates if they are shortlisted for interview. If you do not hear from us within five days of the closing date, you should assume your application has not been successful. We aim to provide feedback to shortlisted candidates who are unsuccessful at interview. However, due to the volume of applications received for most roles, we will unfortunately not provide feedback to those candidates who are not shortlisted for interview.

If you have any questions about the role, please contact Vesta.Pear@CheshireFA.com for an informal discussion.

WHAT WE CAN OFFER

- You will get the chance to work with our nationally recognised leaders and help us to improve the work we do. You'll be part of a forward thinking and progressive County FA.
- A career in football with the local governing body of the grassroots game here in the heart of Cheshire
- Opportunities to progress your career across the County FA Network throughout England and at The FA
- Access to high-quality training, networking and personal development opportunities

SAFEGUARDING

We are committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and the information provided. The successful candidate will also be required to undertake a safeguarding induction and safeguarding training as outlined by the FA.

GOOD LUCK!



FOLLOW US ON SOCIAL MEDIA



@Cheshire_FA



@cheshirefa



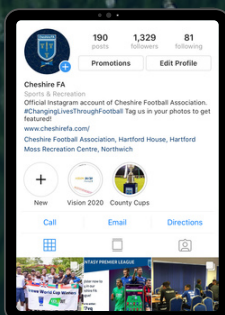
@cheshirefa



@cheshirefa



@cheshire-football-association



CheshireFA.com
Keep up to date