



## Role Profile/Job Description

<b>Job Title:</b>	Head of Development and Facilities		
<b>Reports To:</b>	Chief Executive Officer Quarterly Reports to CEO 6-monthly to FA NG Regional Manager with CEO	<b>Jobs Reporting into the Job Holder:</b>	Football Development Officers x 3 Football Course Co-ordinator
<b>1. Job Purpose</b>			
<ul style="list-style-type: none"> <li>• Manage the NGS Revenue and Sport England budgets relative to the Operational Plans and provide reports on a quarterly basis to the CEO.</li> <li>• To lead and support the protection and development of football facilities for the company developing and maintaining effective relationships with all key stakeholders to maximise resources in order to deliver against football development outcomes and targets contained in the NGS.</li> <li>• Lead and Manage the staff as detailed above</li> </ul>			
<b>2. Principal Accountabilities/Responsibilities</b>			
<b><u>National Game Strategy</u></b>			
<ul style="list-style-type: none"> <li>• Support the production of strategies, operational and project plans and monitor and evaluate all programmes and report progress to CEO, Board, The FA and other partners</li> <li>• To lead and manage the Derbyshire Strategy Group (DSG)</li> </ul>			
<b><u>Facilities and Investment:</u></b>			
<ul style="list-style-type: none"> <li>• Support applications relating to FF/PLFA &amp; FSIF</li> <li>• Support the FF Small Grant Scheme applications and manage the Grantshot process and accounts with applicants</li> <li>• Attend FF Monitoring and Evaluation Support Days</li> <li>• Work with IOG Regional Pitch Advisor to set targets and manage the Pitch Improvement Programme (PIP) including completion of PIP funding applications for machinery</li> <li>• Ensure all Football Foundation funded and Community use 3G FTP are encouraged to undertake FA Pitch Testing.</li> <li>• Support Local Authorities to implement PPS, Build Facilities Strategies and Local Football Facility Plans and support planning, consultation through providing football related comments</li> <li>• Supporting other Capital Funding Bids e.g. Sport England, Land Fill, FA, PL</li> <li>• Support and attend Facility Steering Group Meetings to provide after-care service</li> <li>• Work with sponsors and partners to access new opportunities and funding</li> <li>• Comment on Memorandum of Understanding's weekly planning applications for Sport England and LA's</li> <li>• Work with Football Foundation Engagement Manager within Region on all Facility Development Plans</li> </ul>			

**Workforce**

- Line Management of paid staff as detailed above
- Promotion of Groundsman of Year (GOTY) Awards and IOG National Awards
- Support volunteer CPD relevant to pitch improvement – Natural Grass & 3G FTP
- As part of Senior Management Team liaise with appropriate staff to arrange Whole Staff Meetings, SMT Meetings and any other meeting when required.

**3. Knowledge/Experience/Technical Skills/Behaviours****a) Knowledge/Experience/Technical Skills****Essential:-**

- Graduate/Graduate calibre
- Significant experience of Sports / Football Development
- Proven leadership skills
- Experience of Funding application process
- Ability to work with partner organisations to deliver the Strategy
- Knowledge of wider Sports Strategies
- Goal setting and planning
- Excellent communication and presentation skills
- Proven track record of managing staff and teams
- Ability to monitor and evaluate programme delivery
- Demonstration of equality in action
- Financial management
- Full driving licence
- A working understanding and application of inclusion, equality and anti – discrimination, safeguarding and best practice

**Desirable:-**

- Knowledge of the structure and organisations within football
- Experience of report writing, ability to use emails and Microsoft Office including Word and Excel
- Management qualification
- Knowledge of Institute of Groundsman (IOG) and their activities

**b) Behaviours – as defined in County Football Association Competency Model**

- Team Working
- Communications
- Customer Service
- Leadership
- Delivery

- Customer Excellence
- Developing Self and Others
- Leadership



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### Further Information

***Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities? YES***

“As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Bureau Disclosure, to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”

Completed by Name/Role	Dawn Heron
Signature	<i>Dawn Heron</i>
Date	03.08.18