

# APPLICATION PACK

**FOOTBALL DEVELOPMENT OFFICER  
FACILITIES & INVESTMENT  
AT DEVON COUNTY FA**





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# Who are Devon County FA?



Founded in 1888, Devon County Football Association is the governing body for football in the County.

We work with the FA to deliver the national game strategy in our county, in line with our vision of enhancing lives through football in Devon. We have developed a three year strategy (2021 to 2024) which outlines our plan and priorities for the next three years, up to 2024. We hope working together with members of the grassroots game and partners, that we can together deliver a strategy that everyone is proud of.

Our role is to unite and serve Devon football to provide an inclusive and enjoyable experience for all. We want to work in partnership with a variety of stakeholders and partners to promote the benefits of football, improve facilities where football is played and make a positive impact of the community of Devon.

With over 400 clubs, 1,600 teams, 35,000 players and 500 referees, Devon County FA is responsible for providing a robust support structure that enables everyone involved with the game to participate in a safe and enjoyable environment.

The County FA workforce is divided into two sections, Football Development and Football Services.

The Football Development team's main role is to increase participation and standards across the County in all aspects of football. Our friendly, vibrant and knowledgeable Development team are on hand to offer their support to grow the game in Devon. The Football Services department are here to oversee the rules, regulations and sanctions to provide a safe and structured environment for all our clubs, leagues, referees, players and volunteers.

We operate within a high performing organisation and as we deliver our current business strategy and begin to develop our next three year strategy, this is an exciting time to join the team that leads the way for football in Devon.

**[Click here to view our 3\\_year strategy.](#)**



# DEVON COUNTY FA

## STRATEGY 2021 – 2024



**OUR VISION -** ENHANCING LIVES THROUGH FOOTBALL IN DEVON



**OUR ROLE -** UNITE & SERVE DEVON FOOTBALL TO PROVIDE AN INCLUSIVE & ENJOYABLE EXPERIENCE FOR ALL

### WHAT DO WE WANT TO DO?

ENSURE DEVON FA IS SAFE, INCLUSIVE AND DIVERSE

DEVELOP A SUSTAINABLE AND FINANCIALLY SECURE CFA TO SUPPORT FOOTBALL IN DEVON

RESTART FOOTBALL FOLLOWING THE PANDEMIC, SUSTAIN AND INCREASE PARTICIPATION FOR ALL FORMATS

RETAIN, ENHANCE AND DEVELOP NEW FACILITIES IN DEVON

INCREASE & DEVELOP THE WORKFORCE SUPPORTING DEVON FOOTBALL

IMPROVE THE IMAGE OF DEVON FA AND IT'S IMPACT/ AND SUPPORT FOR ALL FOOTBALL IN DEVON

### HOW ARE WE GOING TO DO IT?

ACHIEVE THE FOUNDATION STANDARD IN 2021 AND PRELIMINARY EQUALITY STANDARD IN 2022

DEVELOP AND DELIVER AN EQUALITY ACTION PLAN

CREATE A HEALTH AND WELL-BEING STRATEGY TO SUPPORT FOOTBALL PARTICIPANTS

MEET THE FA SAFEGUARDING OPERATION STANDARD ANNUALLY

ACHIEVE CODE OF GOVERNANCE BY THE 2023/24 SEASON

REINVEST A MINIMUM OF £240,000 INTO FOOTBALL IN DEVON ACROSS THE STRATEGY

DEVELOP A "WHAT IF" COMMITTEE THAT SUPPORTS FOOTBALL AT RISK

SUPPORT THE RETURN OF THE DEVON ABILITY COUNTS LEAGUE AND THEIR CLUBS

DEVELOPMENT OF A CLUB RETENTION PROGRAMME WITH A FOCUS ON THE ADULT MALE 11V11 GAME

1000 NEW FEMALES INVOLVED IN FOOTBALL

80% OF OUR LEAGUES IN DEVON TO BE AWARDED ENGLAND FOOTBALL ACCREDITATION

100 IMPROVED GRASS PITCHES

DEVELOP THREE NEW 3G FACILITIES IN DEVON

DEVELOP A DEVON SPECIFIC GROUNDSPERSON ASSOCIATION TO PROVIDE EDUCATION AND SITE SUPPORT

DEVELOP A TRAINING PROGRAMME AND TECHNOLOGY SURGERY OPEN TO ALL VOLUNTEERS

DEVELOP A NEW DEVON FA COACHES ACADEMY

ENHANCE THE REFEREE DEVELOPMENT AND RETENTION PROGRAMME

DEVELOP A FOCUS GROUP THAT ENHANCES THE IMAGE AND DEVELOPS COMMUNICATION CHANNELS OF THE CFA

DEVELOP A TRANSPARENT YOUTH ENGAGEMENT STRATEGY FOR ANYONE INVOLVED IN FOOTBALL UNDER AGE OF 18

DOUBLE OUR SOCIAL MEDIA REACH ACROSS ALL FORMATS (17,500 FOLLOWERS)

PHYSICAL HEALTH

MENTAL HEALTH

COMMUNITY ENGAGEMENT

INVESTMENT GROWTH

HEALTH & WELLBEING

DEVELOP A STRONGER WORKFORCE

WORK IN COLLABORATION

THINK OUTSIDE THE BOX

LOCAL PLACED INTERVENTION & PLANNING

OUR VALUES



# Role, Description & Specification

We are seeking to recruit a driven, focused and motivated individual as our new Football Development Officer, responsible for Facilities & Investment.

This position of Football Development Officer (Facilities & Investment) will be integral to developing football throughout the County.

The role will be working with our partners to raise the standards of grass pitches and increase the funding be accessed by our clubs, facility providers and stakeholders. As well as improving facilities across the County this position will drive the use of data across the company to shape future work and strategy development.

The position reports directly to our Football Development Manager and will encompass hitting targets that relate to all goals of The FA National Game Strategy and our 2021-24 strategy.

To apply you need to be of graduate calibre, have experience in sports / football development and an understanding of the FA's National Game Strategy. You need to be passionate about and committed to the development of football at a local level. You must be able to work under pressure, handle multiple priorities and meet deadlines.

Candidates must be good administrators and be able to demonstrate both team working and the ability to work unsupervised. Candidates should also have excellent interpersonal, communication and presentation skills. You need also to have a current driving licence and be able to work evenings and weekends.

Job Title	Football Development Officer - Facilities & Investment
Reports To	Football Development Manager
Location	Devon County FA, Coach Road, Newton Abbot, TQ12 1EJ
Hours	36.25 hours per week, including evenings
Closing Date	Friday 8th September
Contract Type	Permament, following probation period (3 months)
Salary	£21,000



# WHAT IS IT LIKE TO WORK FOR DEVON FA?

## **Jakebir Ramday, Football Development Officer**



"As one of the newest members of Devon FA, I can honestly say I was made to feel part of the football family upon my arrival. A close workforce allows me to work to my best of abilities without feeling uneasy. The Devon FA encourage freedom of thought and innovative thinking to develop grassroots football."

## **Dawn Rainbow, Finance Officer**



"I have worked in many different industries and I can honestly say, I have never worked in an environment with more of a team ethos as I do here at Devon FA. There is always a friendly face willing to help if you need it, whether that is with a personal or professional matter. I can promise you that should you be offered a job here at Devon FA, you will not look back."

## **Matt Hodgson, Football Development Manager**



"I've been at Devon FA now for nearly 15 years. In this time I have worked across multiple roles and I have loved the variation this has given me. Working in football was a dream for me and I feel very privileged to have a job that I love. The senior management and board have always been extremely supportive of me and are a huge part in the reason I have been here for so long and hope to remain here for many years to come."

## **Anne Kemp, Front of House**



"I have never felt so much part of a team as I do at Devon County FA. Over the last 15 years I have been privileged to work alongside a tremendous team of staff and look forward to continuing working in a forward thinking and positive environment".



# STAFF BENEFITS

AT DEVON FA INCLUDE:

VARIOUS DISCOUNTS THROUGH OUR PARTNERS  
ANNUAL CHRISTMAS CELEBRATION  
STAFF TRAINING THROUGH THE FA  
ENHANCED SICK PAY  
CYCLE TO WORK SCHEME OPERATED  
EMPLOYEE ASSISTANCE PROGRAM



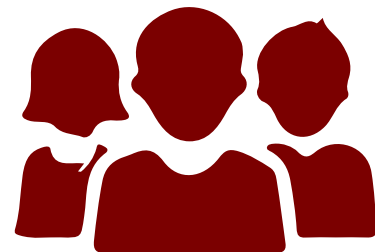
ACCESS TO  
ENGLAND  
TICKETS



COMPANY  
PENSION  
SCHEME



NIKE KIT  
& EQUIPMENT



## EMPLOYEE BENEFITS

at Devon County FA



EMPLOYEE OF  
THE QUARTER  
PRIZE



Emirates  
FA CUP

ACCESS TO FA  
CUP TICKETS



10 & 15 YEAR  
LOYALTY  
AWARDS



TOIL POLICY &  
FLEXI WORKING  
AVAILABLE



5 DAYS EXTRA  
HOLIDAY AFTER  
5 YEARS  
SERVICE



# Job Description and Person Specification

## Job

### Purpose

- To ensure that every affiliated football fixture is played on a 'good' quality pitch.
- To identify and activate priority projects for Football Foundation investment in conjunction with the FDO (Facilities & Investment Lead) via Local Football Facility Plans.
- To protect existing football facilities from planning applications that may impact football provision in conjunction with the FDO (Facilities & Investment Lead)
- Manage the 3G Facility at Coach Road
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs



# Job Description and Person Specification

## Responsibilities

### Facilities & Investment

- 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.
- Lead on the Grass Pitch KPI for Devon County FA, supporting facilities to complete Pitch Power assessments
- Ensure the database of all grass pitches in Devon via PitchFinder is updated and accurate.
- Track the quantity and quality of football pitches and ground locations for affiliated fixtures.
- Activate grass pitch and smaller projects from Local Football Facility Plans to generate enough demand and deliver against Football Foundation spend targets.
- Lead on the development of small grant applications working with clubs and leagues.
- Lead on the Howdens Kitchen Programme
- Support National League Clubs to access the Premier League Stadium Fund to enhance facilities and support promotion with the National League System.
- Support the delivery of project support days to each identified Football Foundation applicant and promote the Grass Pitch Maintenance Fund, Small Grants Programme and any new funding streams that come online.
- Support applicants in conjunction with the FDO (Facilities & Investment Lead) to develop their football development plans, programmes of use and business plans to enable them to apply successfully for funding.
- Ensure that the outcomes of each facility project are aligned to the Football Foundation Performance Measurement Framework and the FA's Grassroots Football Strategy.
- Oversee the support days to monitor and evaluate previously-funded Football Foundation projects and provide guidance to ensure they are successful.



# Job Description and Person Specification

## Responsibilities

### Facilities & Investment (Continued)

- Oversee a database of local funding sources that clubs and leagues can apply for funding from.
- Support the development of Local Authority Playing Pitch Strategies and provide response to planning applications affecting football facilities
- Support the FDO (Facilities & Investment Lead) with the administration of the Devon County FA Community Fund
- Develop and ensure all facilities and investment website pages on [www.DevonFA.com](http://www.DevonFA.com) are updated
- Contribute to the development of Local Authority Playing Pitch Strategies and provide responses to planning applications affecting football facilities.
- Collaborate with the Premier League, The FA, Football Foundation, Grounds management Association (GMA) and Sport England.
- Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers.

### Sustainability

- Develop a sustainability plan for the Devon County FA Complex to reduce the carbon footprint.
- Work with Local Authorities to identify funding for football facilities in Devon to reduce club's carbon footprint.

### Safeguarding

- Risk-assess all Devon events and activity for under-18s and where the Devon directly employs or deploys under 18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.



# Job Description and Person Specification

## Responsibilities

### Safeguarding (Continued)

- Listen to and consult with under-18s on their experiences of grassroots football as part of the Devon youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Devon FA and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within female football development programmes.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.
- Ensure that grassroots football is inclusive, diverse and reflective of local communities.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Devon FA and grassroots football.

### General

- 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).
- To provide support where required to other Football Development Officers.
- Use national and local customer insight to drive delivery of the Association Business Strategy.
- Undertake relevant market research to identify progress and highlight priority action.
- Responsible for the management of the Devon FA 3G facility at identified evenings.
- Execute tasks as required to meet the Devon FA's changing priorities.



# Job Description and Person Specification

Responsibilities
<p><b>3G Management</b></p> <ul style="list-style-type: none"><li>• In line with the company business plan, achieve targets for pitch usage</li><li>• Manage facility booking processes and procedures to ensure business rules are applied</li><li>• Lead on the communication with all customers relating to facility hire agreements</li><li>• Ensure the facility is maintained to the highest standards working with maintenance contractors.</li><li>• Ensure the management plan regarding use of the facility is enforced.</li><li>• Ensure the facility complies with Health &amp; Safety legislation through risk management audits and inspections to identify areas of repair and/or improvement</li><li>• Work with catering and duty staff on a day-to-day basis for the running of functions and events</li><li>• Assist in the recruitment, training and personal development of casual staff</li><li>• Coordinate and prepare all facility requirements to ensure an outstanding customer experience</li><li>• Build relationships with new and existing partners to provide services for the delivery of third-party events, sporting or non-sporting</li><li>• Liaise with FSO (Media &amp; Partnerships) to maximise publicity &amp; usage of the facility.</li><li>• 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.</li></ul>



# Job Description and Person Specification

Person Specification	
Qualifications	
<div>Essential</div> <ul style="list-style-type: none"><li>Educated to A Level or equivalent.</li></ul>	<div>Desirable</div> <ul style="list-style-type: none"><li>A qualification in sports development or similar.</li></ul>
Knowlegde & Experience	
<div>Essential</div> <ul style="list-style-type: none"><li>Practical experience of sports / football / facility development.</li><li>Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li><li>Knowledge of The FA coaching qualification framework.</li><li>Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li></ul>	<div>Desirable</div> <ul style="list-style-type: none"><li>Knowledge of The FA's Grassroots Football Strategy and the National Facility Strategy.</li><li>Experience of project management.</li><li>Experience of utilising mapping programmes to support strategic and logistical planning.</li><li>Knowledge and understanding of working with volunteers.</li></ul>



# Job Description and Person Specification

## 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.

### Essential

- 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.

Full driving licence?

YES

Enhanced DBS Check required?

YES



# Safeguarding

Devon FA is 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.

# Equality & Diversity

Devon FA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

The form can be completed [here](#).

# Application & Selection Process

Devon County FA is an equal opportunity employer that is committed to diversity and inclusion.

Devon County FA welcomes applications from our under-represented communities to ensure our company is representative of Devon's diverse football community.

All applications will be anonymised ahead of being considered on merit for short listing.



# How to apply?

To apply for the role, please send an up to date CV and covering letter highlighting your motivation for the position and indicating how your skills and experience meet the criteria for the role to [dawn.rainbow@devonfa.com](mailto:dawn.rainbow@devonfa.com) by Friday 8th September 2023.

Please note that no applications will be accepted after this date.

All applicants are requested to complete an anonymous Equal Opportunities Form which can be accessed [here](#).

Closing date for all applications is **Friday 8th September 2023**.

Shortlisted applicants will be contacted by **18th September 2023**. Due to the number of expected applications for the position, if you have not heard from us by this date, please accept that your application has been unsuccessful.

Interviews will be held on **Wednesday 4th October 2023**.

If you have any queries or questions regarding the role please contact Chris French, Chief Executive Officer at [chris.french@devonfa.com](mailto:chris.french@devonfa.com).



