



APPLICATION PACK

FOOTBALL DEVELOPMENT OFFICER
FACILITIES AND INVESTMENT



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Who are the Devon FA?

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

We continue to support our footballing community, whilst negotiating the Covid-19 pandemic, and drive forward with our vision to Enhance Lives through Football in Devon, as part of our role to Unite and serve Devon football to provide an inclusive and enjoyable experience for all.

We operate within a high performing organisation and, being in the first year of our latest 3-year strategy, this is an exciting time to join the team behind football in Devon.

[Click here to view our 3-year strategy.](#)

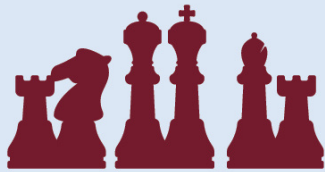


DEVON COUNTY FA

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?



The Role



This position of Football Development Officer, Facilities and Investment will be integral to developing football through throughout the County.

The role will be working with our partners to raise the standards or 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 Chief Operating Officer 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.

Role Title	Football Development Officer - Facilities & Investment
Reports To	Chief Operating Officer
Location	Devon FA HQ, Coach Road, Newton Abbot, Devon, TQ12 1EJ
Salary	£20,000 - £22,000
Term	2 year contract



The Role

Hours of work are Monday-Friday 9:00am-5:00pm (8hrs per day + 45 min break) – 36.25hrs per week, however as we work in sport with a volunteer workforce, some evening and weekend work will be required.

Salary will be up to £20,000 - £22,000 subject to experience and there will be a six-month probationary period for this role.

We are committed to safeguarding children and adults at risk, and anyone working with us will be required to follow our safeguarding policies.

Due to the nature of this role, the successful candidate may 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 information provided.

What can we offer?

- An exciting opportunity to join a forward thinking, progressive business
- A chance to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal development
- A Workplace Pension Scheme
- 20 days' annual leave as standard
- Additional leave after 5, years' service
- Employee Assistance Programme
- Free Nike Staff Uniform every year

Job Description and Person Specification

Job Title	Football Development Officer - Facilities and Investment
Reports to	Chief Operating Officer

Job Purpose
<ul style="list-style-type: none">• To support delivery of The FA Grassroots Football Strategy and the Devon County 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 in conjunction with the Chief Operating Officer (COO) via Local Football Facility Plans.• To protect existing football facilities from planning applications that may impact football provision in conjunction with the COO.• 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.

Location	Devon County FA, Coach Road, Newton Abbot, TQ12 1EJ
Hours	36.25 hours per week, evening and weekend work required
Contract	2 years

Job Description and Person Specification

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.
- Lead on the Grass Pitch KPI for Devon County FA.
- 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.
- 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 COO 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.
- Oversee a database of local funding sources that clubs and leagues can apply for funding from.
- Develop and ensure all facilities and investment website pages on www.DevonFA.com are updated
- Contribute to the development of Local Authority Playing Pitch Strategies and provide responses to planning applications affecting football facilities.
- Be the data lead for Stage A and B of all Playing Pitch Strategies in Devon.
- Collaborate with the Premier League, The FA, Football Foundation, Grounds management Association (GMA) and Sport England.
- 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).

Job Description and Person Specification

Responsibilities
<ul style="list-style-type: none">• Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers.• Support all staff with the use of data from Power BI in strategy and programme planning.• Provide quarterly reports to the Senior Management Team and Board of Directors against all KPI's.• Support Senior Management Team with area specific reports for Devon.• To engage and work with our Devon FA Community & Engagement Director.• Identify key areas of development or KPI's at risk through the use of Power BI.• Provide an annual report on the development of football in each of the Local authorities in Devon.• Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within all facility and investment projects.• Ensure that grassroots football is inclusive, diverse and reflective of local communities.• 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.• 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 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.• Responsible for the management of the Devon FA 3G facility at identified evenings• Execute tasks as required to meet the Devon County FA changing priorities.• 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.

Job Description and Person Specification

Person Specification	
Qualifications	
Essential <ul style="list-style-type: none">• Educated to A Level or equivalent	Desirable <ul style="list-style-type: none">• A qualification in sports development or similar
Skills	
Essential <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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

Job Description and Person Specification

Knowledge and experience	
<p>Essential</p> <ul style="list-style-type: none">• 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.	<p>Desirable</p> <ul style="list-style-type: none">• 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?

To apply for the role, please send a up to date CV and covering letter to **chris.french@devonfa.com** by **Tuesday 21st June** at Noon and complete an anonymous Equal Opportunities Form by clicking **here**. Please note that no applications will be accepted after this date.

Selection Process

Shortlisted applicants will be contacted by **Monday 27th June 2022**, due to expected high volume of applicants we will be unable to contact the unsuccessful applicants.

Interviews will be held on **Wednesday 6th July 2022**.

If required, second interviews may be held to determine the most suitable candidates for the role.

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.

If you have any queries or questions regarding the role, please contact Chris French, Chief Operating officer, at **chris.french@devonfa.com**

Closing date for applications: Tuesday 21st June at midday.

