**Part time Facilities and Investment Officer**

**Salary £18,000, Three days per week, Fixed term contract until 30th June 2025**

Dear Applicant,

There has never been a better time to join Durham County FA and play a leading role in the improvement of grassroots football facilities an investment.

**Durham County FA** hasplayed 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 £35.5m to improve grassroots football facilities and obtain grants 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 Durham County 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.

**The role**

We are looking for a part time Facility and Investment 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.

We wish to improve our grass pitches across the Durham County FA 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.

**Closing date and Interviews**

The closing date for applications will be Friday 19th August 2022 with interviews being held on Friday 26th August 2022. Applications should be marked Facilities and Investment Officer and sent to [Sophie.hughes@durhamfa.com](mailto:Sophie.hughes@durhamfa.com)

John C Topping

Company secretary

Durham county FA Limited

**Job Description and Person Specification**

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| **Job title** | Part time Facilities and Investment Officer |
| **Reports to** | CEO |

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| **Job purpose(s)** |
| * To support delivery of The FA Grassroots Football Strategy and the Durham County Football association 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 via Local Football Facility Plans. * To protect existing football facilities from planning application. * 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. |

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| **Location** | The successful applicant will be based at the Durham County FA Headquarters at Riverside South, Chester le Street, County Durham. DH3 3SJ |
| **Working hours** | 21 hours per week, three days (7 hours per day) |
| **Contract type** | Fixed term until 30th June 2025 |

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| **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. * Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and the FA’s Grassroots Football Strategy. * Activate grass pitch and smaller projects from Local Football Facility Plans to generate enough demand and deliver against Football Foundation spend targets. * Support the delivery of support days to each Football Foundation applicant around the Grass Pitch Improvement Programme and Small Grants Programme. * Oversee a database of local funding sources that clubs and leagues can apply for funding from. * Oversee the support days to monitor and evaluate previously-funded Football Foundation projects and provide guidance to ensure they are successful. * Develop collaborative working partnerships with local authorities, clubs, leagues, schools and other facility providers. * 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. * Execute additional tasks as required to meet the Durham County Football Association changing priorities. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential** | **Desirable**   * A qualification in sports development or similar |
| **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. * 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 |
| **Knowledge and 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 |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below** | |
| **FA value** | **Behaviours** |
| PROGRESSIVE | **Embraces new thinking in pursuit of continuous improvement:**   * Identifies the need for, and actions change in direction, practice, policy or procedure. * Questions the way things are done * Continuously seeks to improve efficiency and performance. |
| RESPECTFUL | **Sets the standards for respectful behaviour across the game:**   * 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:**   * 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. |
| DETERMINED | **Tenacious and accountable. Serving the whole game and doing the right thing:**   * 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. |
| EXCELLENT | **The very best outcome achieved by sustained excellence in performance:**   * 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. |