**Welcome**

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

**Essex 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 £33.4m 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** Essex 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 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 have big plans to improve our grass pitches across Essex 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.

**Job Description and Person Specification**

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| **Job title** | Facility and Investment Officer |
| **Reports to** | Head of Development & Investment |

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| **Job purpose(s)** | |
| * To support delivery of The FA Grassroots Football Strategy and the Essex FA 2024 Moving Forward 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. | |
| **Direct reports** | None |

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| **Location** | Hybrid working model to be agreed with successful candidate.  Essex County FA HQ, Springfield Lyons Approach, Chelmsford, Essex, CM2 5LB |
| **Working hours** | 37.5 per week, including the need to work evenings and weekends |
| **Contract type** | Fixed term until 30th June 2024 |

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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. * 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. * 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. * Produce season Local Authority Reports which capture key data and insight * Support production of strategic club reports * 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 Essex County FA and grassroots football. * Execute additional tasks as required to meet Essex County FA changing priorities. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * Educated to A Level or equivalent. | **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 FA coaching qualification framework. * 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** | |
| **ECFA value** | **Behaviours** |
| Understanding | * We are supportive, empathetic and knowledgeable, using insight and data to drive decision making |
| New Innovations | * We are pro-active and creative to improve existing formats of football and explore new ways of delivering football |
| Integrity | * We are fair, honest, reliable and accountable and commit to “doing what we said we would do”. Ensuring equality and diversity to develop football for all and ensure all those who wish to be involved are supported & encouraged |
| Teamwork | * We work collaboratively and inclusively with each other across all areas of the business and with our partners across the game to optimise all our opportunities |
| Excellence | * We aim to deliver high quality football services, seeking feedback and constantly reviewing our work, to develop our services based on the needs of our community and individual customers |

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| **Job description reviewed and modified by:** | Nick Emery- Head of Development & Investment |
| **Date job description reviewed and modified:** | 4.3.22 |
| **Job description authorisedby:** | Brendan Walshe ECFA CEO |

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| **Signed by job holder (on appointment):** |  |
| **Date signed:** |  |

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.