



## Welcome

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

**Gloucestershire FA** has played 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.

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 Gloucestershire 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 Football Development 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 Gloucestershire 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

<b>Job title</b>	Football Development Officer (Facilities and Investment)
<b>Reports to</b>	Senior Football Development Officer

<b>Job purpose(s)</b>	
<ul style="list-style-type: none"> <li>To support delivery of The FA Grassroots Football Strategy and the Gloucestershire FA Business Strategy.</li> <li>To ensure that every affiliated football fixture is played on a 'good' quality pitch.</li> <li>To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans.</li> <li>To protect existing football facilities from planning application.</li> <li>To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.</li> <li>To support the adoption of FA technology systems across grassroots football.</li> <li>To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> </ul>	
<b>Direct reports</b>	None

<b>Location</b>	Your normal place of work is Glos FA HQ, Oaklands Park, Gloucester Rd, Almondsbury, Bristol. BS32 4AG and your home address from time to time as directed or in agreement with your line manager. Any other location in the United Kingdom as required by the role including travel and overnight stays.
<b>Working hours</b>	Your working pattern at these locations is subject to agreement with your line manager and may vary to accommodate the needs of our business. Normally 37.5 hours per week. Evening and/or weekend working may be required.
<b>Contract type</b>	Fixed Term 3 Year, expiring 30 <sup>th</sup> June 2025

<b>Responsibilities</b>	
<ul style="list-style-type: none"> <li>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.</li> <li>Track the quantity and quality of football pitches and ground locations for affiliated fixtures.</li> <li>Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and the FA's Grassroots Football Strategy.</li> <li>Activate grass pitch and smaller projects from Local Football Facility Plans to generate enough demand and deliver against Football Foundation spend targets.</li> <li>Support the delivery of support days to each Football Foundation applicant around the Grass Pitch Improvement Programme and Small Grants Programme.</li> <li>Support applicants to develop their football development plans to enable them to apply successfully for funding.</li> <li>Oversee a database of local funding sources that clubs and leagues can apply for funding from.</li> <li>Oversee the support days to monitor and evaluate previously funded Football Foundation projects and provide guidance to ensure they are successful.</li> <li>Develop collaborative working partnerships with local authorities, clubs, leagues, schools and other facility providers.</li> </ul>	



- 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.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Gloucestershire FA and grassroots football.
- Execute additional tasks as required to meet Gloucestershire FA changing priorities.

Person specification	
Qualifications	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Educated to A Level or equivalent.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• A qualification in sports development or similar</li> </ul>
Skills	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.</li> <li>• Project management skills and experience – to plan, set and achieve objectives to deadlines.</li> <li>• Excellent IT skills, including the use of Microsoft Office applications.</li> <li>• Ability to work independently and as part of a team.</li> <li>• Excellent time management and prioritisation skills.</li> <li>• Excellent problem-solving and decision- making skills.</li> <li>• Outstanding communication and presentation skills.</li> <li>• Exceptional customer service.</li> <li>• Budget management skills.</li> <li>• Report-writing skills.</li> <li>• Ability to use data to monitor and evaluate programmes.</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities</li> <li>• Previous experience of developing capital sports projects.</li> <li>• Previous experience of successfully applying for funding for a project.</li> <li>• Previous experience of advising or guiding on a project in a team environment.</li> <li>• Capability to create multiple reports, budgets and plans</li> </ul>
Knowledge and experience	
<b>Essential</b> <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> </ul>	<b>Desirable</b> <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> </ul>



<ul style="list-style-type: none"> <li>Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of working with volunteers.</li> </ul>
<b>Enhanced DBS Check required?</b>	YES
<b>Clean, full driving licence?</b>	YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA value	Behaviours
Open	<b>Open, transparent and approachable to new ideas and feedback</b> <ul style="list-style-type: none"> <li>Obtains and welcomes feedback from participants and volunteers, including from children and young people, to help identify the need for any change of direction, practice, policy or procedure.</li> <li>Avoids pre-judgement when listening to suggestions from others.</li> <li>Continuously seeks to improve efficiency and performance</li> </ul>
Honest	<b>To have open, honest communications both internally with colleagues and externally with stakeholders.</b> <ul style="list-style-type: none"> <li>Builds loyalty and trust with colleagues and customers</li> <li>Maintains an individual's self-esteem when interacting with them.</li> <li>Raises any concerns with line manager, DSO or Mental Health Champion</li> </ul>
Inclusive	<b>Promotes and embeds safe, inclusive practices, opportunities and education for all:</b> <ul style="list-style-type: none"> <li>Openly collaborates with colleagues, partners and volunteers</li> <li>Provides equal opportunity to people of different backgrounds, experience and perspective</li> <li>Fosters an inclusive environment that recognises and values the differences of colleagues and volunteers.</li> </ul>
Flexible	<b>Embraces new concepts and ways of working, adapting to the needs of the business and its stakeholders:</b> <ul style="list-style-type: none"> <li>Works flexibly to overcome barriers to achieving objectives.</li> <li>Remains focused, maintaining motivation for the team and for themselves.</li> <li>Maintains a healthy work-life balance</li> </ul>
Professional	<b>To be knowledgeable, passionate and maintain integrity of business conduct:</b> <ul style="list-style-type: none"> <li>Works to achieve an exemplary level of performance</li> <li>Delivers work outcomes to agreed quality standards and timescales.</li> <li>Supports and always applies the Glos FA standards of business conduct.</li> </ul>

<b>Job description reviewed and modified by:</b>	Matt Boucher
<b>Date job description reviewed and modified:</b>	8 <sup>th</sup> July 2022
<b>Job description authorised by:</b>	

<b>Signed by job holder (on appointment):</b>	
<b>Date signed:</b>	

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