

EMPLOYMENT APPLICATION PACK:

Facilities and Investment Officer



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We will be running a **Virtual Information Evening** on Tuesday 21st June 2022 from 630 to 730 (see link below)

On the evening we will happily answer any questions you may have about the role or application process.

<https://tinyurl.com/2d53nam3>



Facilities and Investment Officer

Salary: circa £25,000 per annum
2025

Contract: FT August 2022-July
(subject to renewal)

What is the role?

You will ensure that every affiliated football fixture is played on a 'good' quality pitch.

What will you do?

- You will support delivery of all activities that ensure every affiliated football fixture is played on a 'good' quality pitch
- You will develop collaborative working partnerships with local authorities, clubs, leagues, schools and other facility providers.

What do you need?

Practical experience of sports / football / facility development.

Project management skills and experience – to plan, set and achieve objectives to deadlines.

Applications by 24th June:

To apply, complete the online application form. Interviews will take place w/c 4th July.

Access the form by scanning this QR code with a smartphone:



Virtual Information Evening:

To learn more about the role join us virtually on

<https://tinyurl.com/2d53nam3>

APPLICATION PROCESS

Please see the accompanying **advert & job description, full role profile & person specification** and **supporting information**. These should be used as a guide when completing the application form. The application form can be made available in alternative formats and should this be required please contact us to advise of your requirements.

Please complete the application form by clicking [here](#).

If shortlisted, you will be invited to interview for the role. The exact format of the interview will be confirmed with notice of the interview and reasonable adjustments can be made to accommodate any needs you may have.

Hampshire FA have an understanding and commitment to **equality, diversity and inclusion** and would be grateful if you could complete an optional, anonymous equality monitoring form as part of your application. By completing this questionnaire, you are helping us to plan for the future and ensure we recruit from a diverse pool of applicants that are appropriate and relevant to the community we serve.

Please complete the equality monitoring form by clicking [here](#).

Hampshire FA are 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 information provided.

Key Dates:

Application Closing date – **Friday 24th June 2022**

Interviews dates – **Week commencing 4th July 2022**



FULL ROLE PROFILE & PERSON SPECIFICATION

Hampshire FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply for all roles.

Job title	Facilities and Investment Officer
Reports to	Football and Investment Manager
Job purpose(s)	To support delivery of The FA Grassroots Football Strategy and the Hampshire 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 via Local Football Facility Plans. To protect existing football facilities from planning application. To contribute to the effective implementation of The FA's Safeguarding 365 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	Winklebury Football Complex, Basingstoke, RG23 8BF (Hybrid Working Policy currently in operation providing mix of office/remote working - subject to ongoing review)
Working hours	38.75 hours a week, occasional evening/weekend work required (Flexible options available - job share, part-time)
Contract type	Initial full-time contract from August 2022 – 31 st July 2025 (Further extension subject to funding renewal)
Salary	Circa £25,000 per annum

Roles & Responsibilities:

Representing Hampshire FA	<ul style="list-style-type: none"> Actively deliver against Company Values and Behaviours and the Customer Charter Support Hampshire FA with any HQ or hub site facility development projects in conjunction with the Football Foundation and The FA.
Grass Pitch Improvement	<ul style="list-style-type: none"> 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. Activate grass pitch projects from Local Football Facility Plans
Work with the Football Foundation	<ul style="list-style-type: none"> Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and the FA's Grassroots Football Strategy. Activate 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 the support days to monitor and evaluate previously-funded Football Foundation projects and provide guidance to ensure they are successful.
Support Clubs & Leagues and other partners	<ul style="list-style-type: none"> 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. 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.
Safeguarding	<ul style="list-style-type: none"> Support maintenance of FA safeguarding 365 operating standards and ensure that the safeguarding of young and vulnerable people is prioritised at all times Carry out appropriate Safeguarding Risk Assessments for any activities delivered Ensure that all participants and their families are aware of how/encouraged to report any safeguarding concerns they might have Listen to and consult with under-18s on their experiences of grassroots football as part of the Hampshire FA youth engagement strategy



Equality, Diversity & Inclusion	<ul style="list-style-type: none"> Support the growth of disability participation Support the growth of female participation by ensuring equal access for girls on new and existing facilities
Finance	<ul style="list-style-type: none"> Identify sources of funding that will be of benefit to grassroots football and provide appropriate advice and support to applicants

Skills**Knowledge/Experience**

Essential (Required to fulfil role)	<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. 	<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.
Non-Essential (Beneficial but can be accumulated once in the role)	<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 	<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.

HFA Values**Expected Behaviours**

PROGRESSIVE	<ul style="list-style-type: none"> Identifies the need for, and actions change in direction, practice, policy or procedure. Questions the way things are done and takes informed risks. Continuously seeks to improve efficiency and performance.
RESPECTFUL	<ul style="list-style-type: none"> Maintains people's self-esteem when interacting with them. Avoids pre-judgement when listening to suggestions from others. Seizes the opportunity to apply Hampshire FA standards at all times.
INCLUSIVE	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Seeks to achieve the highest levels of performance at all times. Can be committed to achieve a standard that others consider impossible. Supports others to go further and achieve more.

Application Deadline:Friday 24th June 2022**Interviews to be held (format TBC):**Week Commencing 4th July 2022

SUPPORTING INFORMATION

Hampshire FA Vision, Mission & Values

Vision

*Using the power of **football** to build a better future for all communities in **Hampshire**.*

Mission

Set strong foundations for all of Hampshire football to **Recover** stronger by enabling & supporting a bespoke Hampshire FA workforce.

Deliver an expanding network of **Hub Sites**, connected with & fully engaging their local communities.

Put **Youth Engagement** at the centre of all delivery & ensure young people are heard, safeguarded & empowered to influence the future.

Re-invigorate **Equality, Diversity & Inclusion** through new IAG/local engagement structure & governance standards.

Undertake a full business **Culture** review to embed inclusivity, safeguarding & quality community service throughout all we do.

Values

Progressive - Respect - Inclusion - Determined - Excellence

