Welcome

There has never been a better time to join Hertfordshire FA to play a leading role in the strategic development and improvement of grassroots football facilities.

Hertfordshire 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. To date we have secured £18.6m 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 Hertfordshire 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 (Facilities & Investment)** to support our current team to deliver investment in grassroots football and the 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 Hertfordshire and this role will play a big part delivering this priority ensuring that our clubs and partners are able to access guidance 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

Job title	Football Development Officer (Facilities & Investment)
Reports to	Head of Football Development & Investment

Job purpose(s)	
• To support delivery of The FA Grassroots Football Strategy and the Hertfordshire FA Business Strategy. • To increase the number of affiliated football fixtures that are played on a 'good' quality pitch. • To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans. • To support and develop the England Accredited Club network through opportunities to increase investment and facility development with our two- and three-star club network. • 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	N/A

Location	Hertfordshire FA, The County Ground, Baldock Road, Letchworth, Herts, SG6 2EN. This role will also require some travel within Hertfordshire and occasional travel across England.
Working hours	35 hours per week, with occasional evenings and weekends required to fulfil the requirements of the role.
Contract type	Fixed Term until June 2025

Responsibilities
• Support delivery of all activities to increase the number of affiliated football fixtures 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, The FA's Grassroots Football Strategy and Hertfordshire FA's priorities around safeguarding and club/league participation. • Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within all facility and investment projects, delivering all your work through The FA Safeguarding 365 programme. • 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 Hertfordshire FA and grassroots football. • Activate grass pitch and smaller projects from Local Football Facility Plans to deliver against the Football Foundation spend targets.

- Provide guidance for Football Foundation applicants around the Grass Pitch Improvement Programme, Small Grants Programme, Play Zones, and larger investment projects (up to £250,000).
- Support volunteers, groundskeepers, and site managers through a community network on HIVE and through CPD events with key partners.
- Support applicants to develop their football development plans for 3G projects, to enable them to apply successfully for funding.
- Support the development of clubs and leagues through The England Accreditation Programme to align best practice, safeguarding and equality priorities linked to investment and facility opportunities.
- Oversee a database of local funding sources that clubs, and leagues can apply for funding from.
- Coordinate site visits to monitor and evaluate previously funded Football Foundation projects and provide guidance to ensure they are successfully delivering their intended project outcomes.
- 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, PitchPower, Matchday app and Full-Time).
- Promote The FA technical guidance documents to local authorities, clubs, leagues, schools, and other facility providers.
- Work with the team at Hertfordshire FA to support facility and investment opportunities for grassroots football in Hertfordshire.
- Execute additional tasks as required to meet the changing priorities of Hertfordshire FA.

Person specification	
Qualifications	
Essential	**Desirable**
• Educated to A Level or equivalent.	• A qualification in sports development or similar • Educated to a degree level or equivalent.
Skills	
Essential	**Desirable**
• 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 Teams and Microsoft applications. • Ability to work independently and as part of a team. • Outstanding communication and presentation skills. • Excellent time management and prioritisation skills. • Excellent problem-solving and decision- making skills. • Exceptional customer service. • Report-writing skills.	• Practised at developing networks and relationships with a variety of stakeholders 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 • Ability to use data to monitor and evaluate programmes. • Budget management skills.

Knowledge and experience	
Essential • Practical experience of sports / football / facility development. • Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding. • Knowledge and understanding of working with volunteers. • 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 • Practical experience as a Committee Member of a Grassroots Club or League. • Experience of project management. • Experience of utilising mapping programmes to support strategic and logistical planning. • Knowledge of The FA coaching qualification framework. • Experience of successfully submitting funding applications through the Football Foundation or other funding organisations.
Enhanced DBS Check required?	YES
Clean, full driving licence?	YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA value	**Behaviours**
HONESTY	**Acts in an honest and honourable way on behalf of Hertfordshire FA:** • Open and accountable for our actions. • Recognise where you need help. • Deliver what you said you would to support the team and contribute towards the KPIs of the County FA.
EFFICIENCY	**Finds productive ways to support delivery of Key Performance Indicators:** • Seeks out and embraces new ways of thinking and working. • Seeks to always achieve the highest levels of performance.
RESPECT	**Acts with integrity, values others and contributes towards a supportive environment:** • Sets the standards for respectful behaviours across the game. • Maintains people's self-esteem when interacting with them. • Avoids pre-judgement when listening to others. • Seizes the opportunity to always apply FA Standards.
TRUST	**Tenacious and accountable. Serving the whole game and doing the right thing:** • Gives space to develop and learn from mistakes. • Takes accountability and ownership of own decisions. • Open and fair.
TEAMWORK	**Works collaboratively to achieve an effective outcome to benefit all:** • Openly collaborates with colleagues and partners in the game. • Maintains motivation for their team and themselves. • Challenge's others to go further and achieve more.

Job description reviewed and modified by:	Steve Maker, Head of Football Development & Investment
Date job description reviewed and modified:	20/02/23
Job description authorised by:	Steve Maker, Head of Football Development & Investment

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.