**Job Description and Person Specification**

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| **Job title** | Facility and Investment Officer |
| **Reports to** | Football Development Manager |

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| **Job purpose(s)** | |
| * To support delivery of The FA Grassroots Football Strategy and the Kent 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 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** | Football Development Manager |

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| **Location** | Office based at Kent FA HQ (ME20 6DQ) – currently two days per week office based, remote working three days per week (these are subject to change)  The position also involves regular travel across the county. |
| **Working hours** | 35 hours per week, Monday to Friday. Occasional evening and weekend work will be required as part of the role. |
| **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. * To lead on all issues regarding planning protection, completion of Sport England planning requests and safeguard playing pitches within Kent. * 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 Kent FA and grassroots football. * Execute additional tasks as required to meet Kent FA’s changing priorities. |

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| **Person specification** | |
| **Qualifications** | |
| **Essential**   * Educated to Degree 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** | |
| **FA value** | **Behaviours** |
| INNOVATIVE | **Embraces new and creative thinking in pursuit of continuous improvement:**   * Identifies new and different ways to overcome problems, thinking creatively to develop solutions. * Continuously seeks to improve efficiency and performance. |
| SUPPORTIVE | **Fosters a supportive culture:**   * Maintains people’s self-esteem when interacting with them. * Avoids pre-judgement when listening to suggestions from others. * Always seizes the opportunity to apply FA standards. |
| 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. |
| REFLECTIVE | **Ensures that the whole game is represented across the business:**   * Remains focused on ensuring that all of Kent Football is represented by all stakeholders, proactively tackling roadblocks. |
| 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. |

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| **Job description reviewed and modified by:** | Darryl Haden |
| **Date job description reviewed and modified:** | 20 June 2022 |
| **Job description authorisedby:** | Denise Richmond, Kent FA Chair. |

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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.