

Lancashire FA Role Description for

Job Title:	Facilities and Investment Support Officer		
Reports To:	Head of Facilities and Investment	Jobs Reporting into the Job Holder:	None
1. Job Purpose			
<ul style="list-style-type: none"> • To assist in the development and partnership management of Football facility growth across Lancashire FA areas and affiliated clubs. • To lead on key facility enhancement projects and programmes as determined by the National Game Operational Plan and LFA Strategic Objectives. • Ensure a high, consistent and visible support presence with Local Authority's, Grassroots Football Clubs, Community Organisations and Schools for facility development. 			
2. Principal Accountabilities/Responsibilities			
<ul style="list-style-type: none"> • To support the growth, development and lead on the Pitch Improvement Programme, as part of the FA NGS plan. • Support the delivery of an ambitious programme of facility development support within the Lancashire FA family. • Lead on development and administration of the emergency funding scheme. • Lead on and deliver the facilities futures surgery project. • Support the department to deliver specific tasks and projects, of the Local Football Facilities Plans for Lancashire and associated clubs of the LFA Family across the North West. • Develop and lead on the Facility Accreditation and Recognition programme. • Develop and lead Small Grant Programme Awards in line with targets, both Football Foundation and other non-traditional football funders. • Work close with other departments of the Lancashire FA where there is a facility & investment requirement aspect as defined in the departmental plan. • Provide application support and assistance to clubs, schools, community organisations and local authorities. 			
3. Knowledge/Experience/Technical Skills/Behaviours			
a) Knowledge/Experience/Technical Skills			
Essential:- <ul style="list-style-type: none"> • Experience and understanding of supporting facility development in football, grassroots sport or wider sports development environments. • Significant experience of partnership working with a wide range of community organisation, with emphasis is the voluntary and 3rd sector. • Ability to interpret, communicate and manage complex aspirational requests, adopting and following a strategical approach. • Excellent business administration skills • Experience and ability with presentation skills to a wide range of customers and or community organisations. 		<u>Desirable:</u> <ul style="list-style-type: none"> • Experience and understanding on delivery of accreditation programmes, such as FA Charter Standard, Sport England Clubmark • Understanding of health and safety within a facility environment, or a recognised qualification in health and safety, such as IOSH managing safely. • Technical understanding of sports facility requirements • Vocational qualifications in sports related aspects. • Experience of ICT mapping such as Google Earth, Pitch Finder etc. 	

<ul style="list-style-type: none"> • Experience of supporting and developing grant funding applications for community groups, in a wide and diverse range of ways. • Excellent communication skills. • Able to work under pressure in a high performing team with a pro active and customer first manner always. • Recognised and relevant qualification at Level 3 e.g (A level) or above • GCSE's or Equiv Functional Skills Including Maths, English, ICT, • Access to and ability to travel across the Lancashire FA area. 	<ul style="list-style-type: none"> • Understanding of grassroots sport and community development
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b) Behaviours – as defined in County Football Association Competency Model

<ul style="list-style-type: none"> • Problem Solving • Teamwork • Communicating • Delivery 	<ul style="list-style-type: none"> • Customer Excellence • Developing Self and Others • Leadership
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Further Information

Does this role carry eligibility for an FA criminal record check under the auspices of the Disclosure and Barring Service (DBS) as laid down in the Protection of Freedoms Act 2012 and FA regulations regarding regulated activity? **NO**

- If **YES** this role involves direct access to young persons under the age of eighteen hence the successful applicant will undertake a safer recruitment process including being required to successfully complete an FA DBS application (criminal record check).
- This job description is only a summary of the role as it currently exists and is not meant to be exhaustive. The responsibilities/accountabilities and skills/knowledge/experience/behaviours might differ from those outlined and other duties, as assigned, might be part of the job.
- The successful candidate will benefit from a full induction programme including attending an FA Safeguarding Children workshop. The successful applicant will also be required to complete the monthly Lancashire FA safeguarding education programme which is an agenda item at all department meetings.

Completed by Name/Role	Lee Boyer: Head of Facilities and Investment
Signature	
Date	24/09/2019