**Role Profile**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title:** | Head of Facilities & Investment | **Reports To:** | *Lancashire FA CEO* | **Grade:** | **N/A** |

|  |
| --- |
| **Role Purpose:**  |
| * To support the delivery of The FA National Game Strategy in partnership with key stakeholders and enhance the CFAs major priorities whilst underpinning the delivery of key football development priorities
* To lead and to manage the Facilities investment for the Lancashire FA and to develop and leverage external investment and partner relationships with both public and private sector organisations.
 |
| **Direct Reports:** | *TBC* |

|  |
| --- |
| **Key Accountabilities:**  |
| **Project Delivery** * Provide a strategic plan for football partnerships, effectively engaging leagues, clubs, local authorities, responsibility for facilities development, and delivery of the facilities improvement plan
* Use national and local insight to develop and deliver programmes and services to meet customers expectations and develop high level partnerships across Lancashire.
* Support the production of strategies, operational and project plans and monitor and evaluate all programmes and report progress to CEO, Board, The FA and other partners
* Drive the delivery of x19 Local Football Facility Plans (LFFP’s) in conjunction with the FA’s National Football Facilities strategy
* Contribute to the development of Local Authority Playing Pitch Strategies
* Work with the Football Foundation (FF) and The FA to ensure all projects are monitored and evaluated and agreed actions are carried out effectively
* Executes additional tasks as required in order to meet CFA’s changing priorities
* Ensure compliance with CFA’s health and safety policies
* Ensure that the CFA effectively implement and maintain the FA’s Safeguarding Operating Standard within Football.
* An understanding and awareness of generic Equality law and of good practice within sports equality
* Provide support to deliver an agreed portfolio of priority facility investment projects that meet National Football Facility Strategy (NFFS) investment priorities. This will include: 3G Football Turf Pitches (FTPs), Changing room pavilions and clubhouses, Improve grass pitches (Pitch Improvement Programme - PIP) and small-sided facilities
* Ensure that all facility projects that have received investment deliver against FA football development priorities and the NFFS measurement framework

**Planning and Protection*** Work closely with the Football Foundation Engagement Manager and external consultants to determine key priorities for facility investment based upon accurate and robust affiliation data and evidence. This will include supporting Local Football Facility Plans, Playing Pitch Strategies and the protection of playing fields

**Technical** Promote awareness and adherence to FA technical facility standards**Other*** Communicate and build strong relationships internally and externally to build strategic partnerships and offer support services to stakeholders (e.g. local authorities, leagues, clubs)
* Executes additional tasks as required in order to meet CFA’s changing priorities.
* Ensure compliance with CFA’s health and safety policies
* Ensure that the CFA effectively implement and maintain the FA’s Safeguarding Operating Standard within Football.
* An understanding and awareness of generic Equality law and of good practice within sports equality
 |

**Lancashire FA Values**

|  |
| --- |
| **Values:** |
| * We work with the utmost **Integrity.** - Communicate openly and honestly and build relationships based on trust, respect and caring, Always demonstrate good behaviour and honesty and lead by example
* We show unwavering **Commitment. -** Develop relationships that make a positive difference to our customers’, Works relentless to overcome roadblocks or obstacles to achieve the goal, Remains focused on seeing agreed goals through to completion
* We promote the values of **Respect-** Maintains people’s self-esteem when interacting with them, Avoids pre-judgment when listening to suggestions from others, Seizes the opportunity to apply high standards at all times.
* We **Inspire** others, Bring something to life within other people, Ensure that people desire something themselves and are enthusiastic about something.
 |

|  |  |
| --- | --- |
| **Essential Skills:** | **Desirable Skills:** |
| **Knowledge*** Significant experience of strategic Sports Development
* Significant experience in influencing
* Significant people management experience
* Experience of working with partner organisations to deliver strategic plans that have resulted in sustainable outcomes
* Proven track record of effectively managing staff and teams
* Ability to monitor and evaluate programme delivery across a diverse range of subjects
* Knowledge and experience in the development of sports facilities
* Ability to secure external funds from a range of sources (capital and revenue)
* Ability to monitor and evaluate programme delivery
* Experience of delivery presentations and workshops to wide and diverse stakeholders
* Experience of managing budgets
* Able to multi-task, meet agreed timescales within budget
* Experience of report writing, ability to use emails and Microsoft Office including Word and Excel
* Facility investment priorities for grassroots football
* Facility planning
* Football development

**Behaviours** * Problem Solving
* Teamwork
* Communicating
* Delivery
* Customer Excellence
* Developing Self and Others
* Integrity
* Conflict Management
* Leadership

**Experience*** Funding applications
* Project management
* Sports/football development
* Working with multiple stakeholders
* Monitoring and evaluation
* Working under pressure, handle multiple priorities and to meet deadlines

**Technical Skills*** Project Management skills
* Advanced Reporting Writing skills
* Interpersonal, communication and presentation skills
* Advanced Microsoft Office
* Ability to create presentations and present to a wide range of key stakeholders
 | **Knowledge*** Degree level qualification
* Project management qualification e.g. PRINCE 2 or equivalent

 **Experience*** Football Foundation funding
* Other funding streams
* Playing Pitch Strategies

**Technical Skills*** Football facility technical knowledge
* Experience of Excel
* High level of numeracy
* Basic Health and Safety knowledge
 |
| **Enhanced CRC Check Required:** | YES/NO (Delete as applicable)  |
| **Clean Full Driving Licence:** | YES/NO (Delete as applicable) |

|  |  |
| --- | --- |
| **Created by:** | *Simon Gerrard* |
| **Date Role Profile Created:** | 12/10/2018 |
| **Signed by Role Holder:**  |  |