



**ENGLAND
FOOTBALL**

LEICESTERSHIRE & RUTLAND COUNTY FA

***FACILITY AND INVESTMENT LEAD
APPLICATION PACK***



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THE ROLE

LRCFA is inviting applications for the full-time position of Facility and Investment Lead. We are looking for individuals with the right skills, knowledge, and experience to develop football facilities and who have a passion for driving safer practice in football across Leicestershire & Rutland. As an equal opportunity employer, we welcome applications from all sections of our diverse community.

WHAT CAN WE OFFER?

- An exciting opportunity to be part of a forward-thinking progressing business.
- To work with key stakeholders within grassroots football and the professional game.
- Access and commitment to personal development and training opportunities.

LRCFA is committed to safeguarding children, young people 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 the post, as all cases are judged individually according to the nature of the role and information provided.

ABOUT LEICESTERSHIRE & RUTLAND COUNTY FA

LRCFA is the governing body for football in Leicestershire & Rutland. We are responsible for leading and serving the game at amateur level, a sector widely referred to as 'Grassroots' football.

LRCFA is committed to making the game of football as safe and enjoyable as possible for all those involved. LRCFA works closely with The FA, the game's Governing Body, in order to ensure that safety standards are met.

LRCFA MISSION	<i>Working for the benefit of our members and the whole community by delivering the highest standards of service for football in Leicestershire and Rutland.</i>
LRCFA VISION	<i>To get as many people playing football in the best possible environment.</i>
LRCFA VALUES	<i>Progressive Respectful Inclusive Determined Excellence</i>

ROLE PROFILE

JOB TITLE	Facility and Investment Lead
REPORTS TO	Head of Football Operations

JOB PURPOSE(S)

- To support delivery of The FA Grassroots Football Strategy and the L&RCFA 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 unless the facility will be enhanced.
- 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	Based at the L&RCFA Headquarters, frequent travel to other locations across the Leicestershire and Rutland will be required with some home working.
WORKING HOURS	37.5 hours per week, some evening and weekend work will be required.
CONTRACT TYPE	Fixed term until 30 th June 2024 with possible extension.
SALARY	From £28,000 per annum.

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.
- Support the training of grounds staff and ensure monitoring is completed using PitchPower.
- Track the quantity and quality of football pitches and facilities for affiliated fixtures ensuring that artificial grass pitches remain on the FA pitch register.
- Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and the FA's National Game Strategy.
- Ensure that each local authority area has a robust Local Football Facility Plan in place to identify priority projects for potential investment.
- Activate priority projects from Local Football Facility Plans to generate enough demand and deliver against Football Foundation spend targets.
- Activate grass pitch and smaller projects from Local Football Facility Plans to generate enough demand and deliver against Football Foundation spend targets.
- Support the Football Foundation by arranging and attending support days providing guidance to Football Foundation applicants working on priority projects and ensure progress is in line with delivery plans.
- Support the Football Foundation to deliver support days to monitor and evaluate previously funded Football Foundation projects providing guidance to ensure they are achieving the required outcomes.
- Contribute to the development of Local Authority Playing Pitch Strategies and provide responses to planning applications affecting football facilities.
- Support the L&RCFA with the usage, contracts, strategic management and future planning of its Head Quarters.
- Collaborate with The FA, Football Foundation, Grounds Management Association and Sport England.
- 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.
- 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, diversity and inclusion are embedded throughout the and grassroots football.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within all facility and investment projects.
- Risk assess all LRCFA events and activity for under-18s and where the LRCFA directly deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the LRCFA youth engagement strategy.
- Execute tasks as required to meet the LRCFA changing priorities.

PERSON SPECIFICATION

QUALIFICATIONS

ESSENTIAL

- A degree level qualification or two years' sports development experience.

DESIRABLE

- A qualification in facility development.
- A project management qualification.

SKILLS

ESSENTIAL

- Strategic thinking and planning skills.
- Self-motivated with excellent leadership skills and ability to build trust-based relationships.
- Excellent internal and external stakeholder relations and customer service skills.
- 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 within deadlines.
- Ability to coach, develop and manage the performance of staff.
- Exceptional communication, interpersonal and influencing skills.
- Effective report-writing and presentation skills
- Effective prioritisation and time management skills.
- Excellent IT skills, including the use of Microsoft Office applications.
- Excellent problem-solving and decision-making skills.
- Budget management skills.
- Ability to use data to monitor and evaluate programmes.

DESIRABLE

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Knowledge of how the County FA operates in partnership with The FA.
- Experience, knowledge and commitment of implementing equality, diversity and inclusion.
- Knowledge of the Safeguarding Operating Standard.
- Experience in the football community and a passion for football.
- Experience of monitoring and evaluation of programmes.
- Knowledge of good people management practices.
- Experience of developing sports facilities.
- Experience of working at a senior level with partner organisations to develop and deliver strategic plans.
- Knowledge of funding sources to support capital projects.
- Knowledge of the Football Foundation, Local Football Facility Plans and local planning authorities.

DESIRABLE

- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of The FA's National Game Strategy and how the County FA business plans support its delivery.
- Knowledge and understanding of working with volunteers.

ENHANCED DBS CHECK REQUIRED?

Yes

CLEAN, FULL DRIVING LICENCE?

Yes

THE ROLE HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK IN ACCORDANCE WITH THE VALUES AND BEHAVIOURS DESCRIBED BELOW

LRCFA VALUE	BEHAVIOURS
PROGRESSIVE	<p>Embraces new thinking in pursuit of continuous improvement</p> <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	<p>Sets the standards for respectful behaviour across the game</p> <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 LRCFA standards at all times
INCLUSIVE	<p>Champions end ensures that football is, and will remain, a game for everyone</p> <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	<p>Tenacious and accountable. Serving the whole game and doing the right thing</p> <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	<p>The very best outcome achieved by sustained excellence in performance</p> <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times • Can be persistent to achieve a standard that others consider impossible • Challenges others to go further and achieve more

HOW TO APPLY

- Complete the **Online Application Form** no later than **10am on Monday 11th July 2022**. Please note that no applications will be accepted after this time.
- The application form cannot be saved so we recommend completing in a word document prior and transferring to the application form ahead of submission.
- Provide the **Equality and Diversity Monitoring Form** and return to **Jobs@LeicestershireFA.com** Please note that completing this form is entirely voluntary.
- LRCFA is committed to equality of opportunity for all. We would welcome applications from women, people with Disabilities and Black, Asian and Minority Ethnic Communities as they are currently underrepresented within the organisation.
- **Click here** to see the LRCFA Safer Recruitment Policy

SELECTION PROCESS

- Applicants selected will be contacted by 5pm **Wednesday 13th July 2022**. If you have not heard from us by this date unfortunately you have been unsuccessful on this occasion.
- Interviews will be held at Holmes Park, Whetstone on **Monday 18th July 2022**.
- If required, second interviews may be held in order to determine the most suitable candidate for the role.

If you have any queries regarding the role, please contact Joe Dunmore, Head of Football Operations, Email: Joe.Dunmore@LeicestershireFA.com

