Job Description and Person Specification

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

Job purpose	
• To support delivery of The FA Grassroots Football Strategy and the London FA Strategic Plan. • 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 develop a facilities workshop programme • To manage the female football facilities kitemark • 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 comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.	
Direct reports	None

Location	London FA office, Wembley Stadium (flexible home working arrangements available)
Working hours	35 hours per week, including some evening or weekend work
Contract type	Permanent
Salary	£26,000

Responsibilities
• Support delivery of all activities that ensure every affiliated football fixture is played on a 'good' quality pitch including the use of Pitch Power 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 • To deliver post award support, in partnership with the Football Foundation, across the portfolio of Football Foundation projects in London • To support the activation and implementation of the Football Foundation's Playzone programme, engaging with Local Authorities, Professional Club Community Sports Trusts and wider community groups • 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. • Ensure appropriate 3G facilities are active on the Football Foundation Pitch Register • Promote funding sources for clubs and leagues • Work with Sport England to feedback on MOU requests • Support under-represented groups to access quality facilities • Market and promote the Football Foundation offer including running training sessions for applicants • Oversee the support days to monitor and evaluate previously funded Football Foundation projects and provide guidance to ensure they are successful. • Alongside the Head of Football Development, build 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 FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers. • 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 grassroots football.
- Execute additional tasks as required to meet London FA's changing priorities

Person specification	
Qualifications	
Essential • Relevant sports or grounds keeping qualification	**Desirable** • Two years' sports or facility development experience • GMA qualification • Degree level qualification or equivalent experience
Skills	
Essential • Ability to build positive relationships with partner organisations across different sectors to deliver football facility outcomes • Project management skills and experience – to plan, set and achieve objectives to deadlines. • Excellent time management and prioritisation skills. • Excellent problem-solving and decision- making skills. • Good communication and presentation skills. • Exceptional customer service. • Influencing skills to champion change • Excellent IT skills, including the use of Microsoft Office applications. • Ability to work independently and as part of a team • Report-writing skills. • Ability to use data to monitor and evaluate programmes.	**Desirable** • Use of PitchPower • Applying for funding
Knowledge and experience	
Essential • Passionate about developing football facilities • Practical experience of sports / football / facility development. • Demonstrate a working knowledge of inclusion, equality, anti–discrimination and safeguarding.	**Desirable** • Experience of project management. • Knowledge and understanding of working with volunteers. • Previous experience of advising or guiding on a project in a team environment. • Previous experience of developing capital sports projects.
Enhanced DBS Check required?	Yes

Clean, full driving licence?	No

The job holder will be expected to understand and work in accordance with London Football's values and behaviours described below

London Football Value	Behaviours
LEADERSHIP	I get the best out of other people and support and inspire them to maximise their potential: • Vision • Empowerment • Partnership • Achievement
PROFESSIONALISM	We take personal responsibility for bringing our best selves to work: • Mindset • Respect • Development • Wellness
COLLABORATION	We work together to make great things happen for our organisation and our sport: • Responsibility • Teamwork • Communication • Inclusion
INTEGRITY	We apply the principles of honesty, trustworthiness, and fairness to everything we do: • Accountability • Trust • Transparency • Decision-making
PERFORMANCE	We deliver high quality work to exacting standards and actively embrace new ways of working: • Focus • Initiative • Insight • Innovation

Further information: As this role involves regulated activity with children or young people under the age of 18, within the context of the job or any subsequently related activities or responsibilities, the successful candidates will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role.

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.