



Welcome

There has never been a better time to join Middlesex FA to play a leading role in the improvement of grassroots football facilities.

Middlesex FA has played an important role in strategically planning, developing and delivering facilities for grassroots football since The FA, The Premier League, Sport England and Government formed the Football Foundation in 2000. To date we have secured £32.6 million to improve grassroots football facilities for players, clubs, leagues and other football facility providers in our County.

The National Football Facilities Strategy sets out clearly to improve the following types of facilities:

- **Grass Pitch**
- **3G Football Turf Pitches**
- **Changing Rooms and Pavilions**
- **Small-sided Spaces.**

The FA, Sport England, the Government and the Premier League, have clearly identified the aspirations for football to contribute directly to important government education, social and health agendas. Alongside this, the strategy is clear that traditional, affiliated football remains an important priority and a core component of the game, whilst recognising and supporting the more informal environments used for community and recreational football.

The Government has recently backed the strategy with an additional £172m announced as part of its Comprehensive Spending Review for the next 3 years. This investment represents an opportunity for Middlesex FA to drive forward and deliver projects that we have identified in our Local Football Facility Plans on a far greater scale that we have been able to achieve before.

The role

We are looking for Facility and Investment Officer to support our current team to deliver investment in grassroots football facilities where it is most needed in our county.

We are looking for someone who is passionate about grassroots football facilities, has the ability to help club volunteers to shape their ideas and be in a position to apply for funding to improve their facilities and sustain their clubs.

We have big plans to improve our grass pitches across Middlesex and this role will play a big part delivering this priority ensuring that our clubs and partners are able to access advice, support and funding through the Grass Pitch Improvement Programme.

Lots of our clubs require support to access grants for small scale projects for improvements, equipment and activities. Using your skills, you will guide them through the maze of opportunities available in the county and nationally.



Job Description and Person Specification

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

Job purpose(s)	
<ul style="list-style-type: none"> To support delivery of The FA Grassroots Football Strategy and the Middlesex FA Business Strategy. To deliver activations that strive for every affiliated football fixture to be played on a 'good' quality pitch. To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans. To support the activation of the Football Foundation small-sided programme. 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	Office/home based (Middlesex FA HQ, UB5 5FA) with regular travel across the county.
Working hours	35 hours per week. Flexible working hours between 8:00am – 6:00pm
Contract type	Fixed term until 30 th June 2025
Starting salary	£28,000 per annum

Responsibilities	
<ul style="list-style-type: none"> Lead activations that contribute to the Quality Grass Pitch key performance indicator 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 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. 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 Middlesex FA and grassroots football.
- Execute additional tasks as required to meet Middlesex FA changing priorities.

Person specification

Qualifications

Essential

- Educated to A 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.
- Influencing skills to champion change.

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 structure and partner organisations within football, nationally and within the County FA locality.

Desirable

- Knowledge of The FA’s National Game 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



The job holder will be expected to understand and work in accordance with the values and behaviours described below	
FA value	Behaviours
COMMITTED	We are committed to doing the right thing. Governing the game in a way that's fair to all and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity.
CREATIVE	We are creative. Adopting creative solutions to ensure we stay ahead of the game and meet the needs of our football community. We will focus on the future and learn from the past.
COLLABORATIVE	We are collaborative. We will engage with local and national partners to offer benefits to our football community. We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are meeting their needs and listening to their feedback. We will collaborate with each other to share knowledge, provide feedback and work as a team to meet our common goal.
CONNECTED	To be connected. We are connected to the community we serve, implementing a customer-focused approach that puts the participant at the heart of what we do.

Benefits of working at Middlesex FA
<ul style="list-style-type: none"> • Flexible working, combining office and home locations to suit your needs and the business • Workplace pension – x% from company • A day off on your birthday • Access to the cycle to work scheme • Free Nike Staff Uniform every year • Employee Assistance Programme • Customer Service Awards • Access to FA Cup Final Tickets and England Tickets at Wembley • Additional time of over Christmas • Opportunity to be part of the Health and Wellbeing Group (This group supports all staff on a range of topics such as fundraising for our Charity Partner, Health and Fitness, Wellbeing Workshops, Staff Socials and much more) • 2 Volunteering days a year (to take place in Middlesex) • Personal Development Budgets • Professional Development Plan • 20 days annual leave as standard increasing to xx after two years and then • 15% Staff Discount at Rectory Park

Job description reviewed and modified by:	Katie Phillipson, Head of Participation & Development
Date job description reviewed and modified:	08/06/2022
Job description authorised by:	Leigh O'Connor

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.