



Role Profile

Job Title:	Facilities Development Officer		
Reports To:	Head of Football Quality	Jobs Reporting into the Job Holder:	.N/A
1. Job Purpose			
To support the delivery of the Strategic Facilities Priorities across Northumberland FA in partnership with key stakeholders:			
2. Principal Accountabilities/Responsibilities			
<ul style="list-style-type: none"> - Prioritise investment into facilities through local facilities plans and provide support and guidance to clubs and leagues - To support the delivery of Parklife hubs in the CFA catchment - To drive improvement in the access and quality of existing and proposed training and playing facilities to raise standards of provision across the county - To lead on the protection and enhancement of football facilities across the CFA - Identify and manage all relevant risks and support opportunities impacting on the provision of local football facilities - Lead and deliver the company strategy for 'Pitch Perfect' NFA pitch maintenance service - Positively raise the profile and the perception of the County FA in leading and developing grass roots football - To undertake any other activity deemed necessary by the business to successfully deliver the Business Plan 			
3. Knowledge/Experience/Technical Skills/Behaviours			
a) Knowledge/Experience/Technical Skills			
<p style="text-align: center;">Essential:-</p> <ul style="list-style-type: none"> ▪ Graduate/ Graduate calibre ▪ Experience of Sports / Football Facility Development ▪ Ability to work strategically with partner organisations to deliver Football Facility Development objectives ▪ Developing goal setting/strategic delivery plans ▪ Monitoring and evaluation ▪ Demonstration of equality in action ▪ Full/Clean Driving licence ▪ Competent IT skills – Microsoft Office ▪ Project management skills ▪ Budget management skills 		<p style="text-align: center;">Desirable:-</p> <ul style="list-style-type: none"> ▪ Knowledge of the structure and organisations within football both Nationally and within CFA locality ▪ Knowledge of partner organisations within the CFA locality ▪ Knowledge of FA National Game Strategy 	



<ul style="list-style-type: none"> ▪ Report writing 	
b) Behaviours – as defined in County Football Association Competency Model	
<ul style="list-style-type: none"> • Accountable • Professional • Teamwork • Respectful 	
<p><u>Further Information</u></p> <p><i>Will the job-holder have direct access to young persons under the age of 18, within the context of the job or any subsequent related activities or responsibilities? YES</i></p> <p>Where the answer to the above question is YES the following wording will be included in any advertisement “As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Bureau Disclosure, to ensure their suitability for the role. Any candidates invited to interview will be sent a CFA Personal Disclosure Form, Guidance Notes and Privacy Statement to return at their interview in a sealed envelope”</p>	
Completed by Name/Role	John Ackerley - Chief Executive
Signature	
Date	20 September 2018

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.