



NOTTINGHAMSHIRE FOOTBALL ASSOCIATION VACANCY

Nottinghamshire
Football Association



FOOTBALL DEVELOPMENT OFFICER (FACILITIES & INVESTMENT LEAD)

PERMANENT CONTRACT

SALARY BANDING £27,000 - £32,000 PER ANNUM

The Nottinghamshire Football Association is looking to appoint a full time Football Development Officer (Facilities & Investment Lead).

Nottinghamshire County FA are committed to equality of opportunity and welcome applications from all sections of the community.

Here at Nottinghamshire CFA, we are responsible for overseeing, promoting and developing local grassroots football and supporting The FA in delivering the National Game Strategy.

The shared values, vision and pride of our workforce is central to our success. We are a team of highly skilled, passionate, and hardworking individuals who are committed to the future of grassroots football in Nottinghamshire. We understand that diversity promotes innovation, and therefore we look for people who are great at what they do, no matter their background.

Reporting directly to the Head of Football Development the successful applicant will be required to demonstrate they are a committed and hard-working person who is passionate about the future of grassroots football in Nottinghamshire. A person with experience of grassroots football and a good effective communicator with high levels of customer service.

Overview of the role:

- Support delivery of The FA National Game Strategy and the Nottinghamshire FA Business and Operational Strategy.
- Embed the Nottinghamshire FA vision and values.
- To be the lead and accountable officer for the Facilities KPI.
- Ensure that every affiliated football fixture is played on a 'good' quality pitch.
- Identify and activate priority projects for Football Foundation investment via Local Football Facility Plans.
- Protect existing football facilities from planning application.

**INSPIRE AND EMPOWER ALL GENERATIONS
TO DEVELOP AND GROW THE EVOLVING LANDSCAPE OF FOOTBALL**



The successful applicant will need to be passionate and committed to the development of football at a local level; be able to work under pressure, handle multiple priorities and meet deadlines. They will need to demonstrate exceptional customer service, be able to work as part of a team with excellent planning, communication and presentation skills.

This organisation is committed to safeguarding children and adults at risk of harm. We expect all staff and volunteers to share this commitment. All relevant staff are required to undertake an FA DBS Enhanced level check and sign the Safeguarding Code of Conduct.

Nottinghamshire CFA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in respect of the recruitment or interview process, please mention this in your covering letter.

You will be required to work 35 hrs per week and have a flexible approach to hours worked, as these will include evenings and weekend. This role is based at Nottinghamshire County FA Headquarters and will currently include a mix of office and homeworking. Further details about the role, and information on how to apply, can be found in the application pack linked below

HOW TO APPLY

Please complete the application form below to apply for the Facilities & Investment Lead position at Nottinghamshire FA. If you have any questions regarding the role please contact Sara Stubbs, Head of Football Development on Sara.Stubbs@nottinghamshirefa.com.

Deadline for applications 5pm on Monday 7th October 2024. Any applications received after this date and time will not be considered. Interviews will take place w/c 14th October.

Application Form

[CLICK HERE](#)



We would ask those that apply to also complete the Equality and Diversity form which is anonymous

[CLICK HERE](#)







JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Facilities & Investment Lead
REPORTS TO	Head of Football Development

JOB PURPOSE(S)

- To support delivery of The FA National Game Strategy and the Nottinghamshire FA Business and Operational Strategy.
- Embed the Nottinghamshire FA vision and values.
- To be the lead and accountable officer for the Facilities KPI.
- 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.
- 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	
LOCATION	Nottinghamshire County FA Offices & Remote Working
WORKING HOURS	35 hours per week with a requirement for occasional evening and weekend work
CONTRACT TYPE	Permanent



PERSON SPECIFICATION

- Deliver 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.
- Lead on the grass pitch maintenance programme across Nottinghamshire.
- 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 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 and activate projects to generate enough demand and deliver against Football Foundation spend targets.
- Activate priority projects from Local Football Facility Plans to generate enough demand and deliver against Football Foundation spend targets.
- Deliver support days to provide guidance to each Football Foundation applicant and ensure progress.
- Deliver support days to monitor and evaluate previously funded Football Foundation projects and provide guidance to ensure they are successful.
- Contribute to the development of Local Authority Playing Pitch Strategies and provide responses to planning applications affecting football facilities.
- Collaborate with The FA, Football Foundation, Grounds Management Association (GMA) 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 Learning, FA Events, Whole Game System, Matchday app and Full-Time).
- Support the Nottinghamshire FA with any HQ or hub site facility development projects in conjunction with the Football Foundation and The FA.
- Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers.
- Promote and support small grant opportunities
- Support Nottinghamshire FA in the compliance of the safeguarding 365.
- 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 Nottinghamshire FA and grassroots football.
- Execute additional tasks as required to meet Nottinghamshire FA changing priorities.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

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

Desirable

- A qualification in facility development.
- Project management experience.

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.
- Knowledge of and commitment to 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 practice.
- Experience of developing sports facilities.
- Experience of working at a senior level with partner organisations to develop and deliver strategic plans.

Desirable

- Knowledge of funding sources to support capital projects.
- 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 of the Football Foundation, Local Football Facility Plans and local planning authorities.
- 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
INTEGRITY	<p><i>Demonstrating integrity at work:</i></p> <ul style="list-style-type: none">• Respect other opinions. Honouring colleagues, managers and stakeholders' opinions and ideas• Reliable and trustworthy• Responsible and accountable for your actions
COLLABORATIVE	<p><i>Encourage collaborative behaviour:</i></p> <ul style="list-style-type: none">• Listening and evolving together, helping, and supporting each other• Open to and accepting of new ideas• Communicate clearly, actively listening to others, taking responsibility, and respecting diversity
INNOVATIVE	<p><i>Practical implementation of ideas resulting in new services and engagement:</i></p> <ul style="list-style-type: none">• Connect to your own creativity• Develop your curiosity and observational skills• Introduction and application of new ideas, products, processes and procedures

JOB DESCRIPTION REVIEWED AND MODIFIED BY:

Sara Stubbs

DATE JOB DESCRIPTION REVIEWED AND MODIFIED:

20/09/2024

JOB DESCRIPTION AUTHORISED BY:

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.



**FOR
ALL**

