**Role Profile**

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| **Job Title:** | **Facility and Investment Manager** | | | | |
| **Reports To:** | **General/Company Secretary** | | **Jobs Reporting into the Job Holder:** | | **None** |
| **1. Job Purpose** | | | | | |
| Lead and support the protection and strategic development of grassroots football facilities within the County Football Association (CFA) whilst maintaining relationships with key stakeholders – and to oversee and actively seek investment/revenue (income) funding for the County FA | | | | | |
| **2. Principal Accountabilities/Responsibilities** | | | | | |
| **Key Responsibilities:**  ***Investment/Revenue (Income) Generation***   * To seek and oversee local, regional and national opportunities to secure investment/revenue streams for the County FA * To oversee and manage the development of strategic ‘partnership’ arrangements with key local stakeholders (e.g. local authorities, leagues, clubs)   ***Strategic Planning***   * To work alongside key staff including the County FA General/Company Secretary and Development Manager and the FA Regional Facilities and Investment Manager and Football Foundation staff (and the Regional Parklife Manager to support the coordination of the Parklife programme in the region) * To support the formation of local football facility plans in local authority areas, identifying key priorities and site identification for facility improvement and investment * To be an active member of local steering groups overseeing the successful delivery of local football facility plans * Identify and manage all relevant risks and support opportunities impacting on the provision of local football facilities   ***Project Development***   * To support the ‘pre-application’ process for projects identified for facility investment, and to support the formation of football development plans, business plans, programmes of use to ensure all projects can deliver and maximise football development returns. * Develop internal collaborative working and external partnerships with Local Authorities (supporting the development of Playing Pitch Strategies as necessary), Leagues, Clubs and other partners to optimise facility stock to meet the County FA needs (ensuring delivery of Business Plan and Operational Plan targets to increase 3G AGPs and improving natural turf pitches) * To lead on the protection and enhancement of football facilities across the CFA.   ***Monitoring and Evaluation***   * To support the monitoring and evaluation of funded projects to ensure success and delivery against intended football outcomes   ***Pitch Improvement Programme***   * To lead the County FA Pitch Improvement Programme and to work closely with the IOG Regional Pitch Advisor   ***Other Issues***   * The Development Manager position will work alongside this post (Facility and Investment Manager). | | | | | |
| **3. Knowledge/Experience/Technical Skills/Behaviours** | | | | | |
| **a) Knowledge/Experience/Technical Skills** | | | | | |
| **Essential:-**   * Significant experience of Sports / Football Facility Development * Knowledge of facilities planning and investment * Experience of leading programmes * Understanding of investment streams available * Experience of completing/submitting bid applications * Ability to work under pressure, handle multiple priorities and to meet deadlines * Ability to monitor and evaluate programme delivery * Excellent interpersonal, communication and presentation skills * Experience of managing budgets * Experience of report writing, ability to use emails and Microsoft Office including Word and Excel * Full driving licence | | | | **Desirable:-**   * Experience of strategic planning for sports facilities * Experience of the planning application process relating to sports facilities * Knowledge and experience of the development and protection of sports facilities * Knowledge of funding agencies/partners * Knowledge of the structure and organisations within grassroots football * Sports / Management qualification | |
| **b) Behaviours – as defined in County Football Association Competency Model** | | | | | |
| * Problem Solving * Teamwork * Communicating * Delivery * Customer Excellence * Developing Self and Others * Leadership | | | |  | |
| **Further Information**  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 /NO (delete as applicable)  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 Check 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” | | | | | |
| Completed by Name/Role | |  | | | |
| Signature | |  | | | |
| Date | |  | | | |

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.