



SHEFFIELD & HALLAMSHIRE COUNTY FA **APPLICATION PACK**

Football Development Officer (Facilities)



ABOUT US

The [Sheffield & Hallamshire County Football Association](https://www.sheffieldfa.com/) is a non-profit organisation and we are responsible for the development, administration and governance of all affiliated football within a 20-mile radius of Sheffield Cathedral.

Founded in 1867, we are the oldest County Football Association in the world. We are proud of our heritage and as the home of football, we aim to provide a safe and inclusive environment where everyone can achieve their football aspirations.

With over 50,000 registered players, we support football and ensure everyone who participates has a great experience – regardless of gender, sexuality, ethnicity, ability or disability, faith or age.

We truly believe that grassroots football should be accessible to everyone and has the power to change people's lives for the better.

OUR MISSION: To change lives through football.

OUR VISION: To unite communities, tackle inequalities and improve the health of the Sheffield and Hallamshire region.



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Steel City Stadium, Olympic Legacy Park, Worksop Road, Sheffield, S9 3LT



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THE ROLE

We're recruiting a Football Development Officer (Facilities) to join our team and help create high-quality places to play across Sheffield and Hallamshire.

Working closely with The FA, the Football Foundation and a range of stakeholders, you'll lead the development and activation of Local Football Facility Plans, support Football Foundation investment projects from application through to completion, and help protect and enhance existing football facilities across the county.

We're looking for a proactive and organised individual with a passion for developing excellent sports facilities. You'll be confident building relationships with a wide range of partners, managing projects from start to finish, and using your communication and problem-solving skills to turn ideas into successful facility projects.

This is an exciting opportunity to join our team and support the delivery of [The FA Grassroots Football Strategy](#) and [Sheffield & Hallamshire County FA's Business Strategy](#).

This is a full-time position (35 hours per week), fixed until 30 June 2028, with a salary of £31,609 per annum. The role includes occasional evening and weekend work to support the needs of the organisation.

The role is based at our offices at Steel City Stadium, Olympic Legacy Park, Worksop Road, Sheffield, S9 3TL, with the flexibility of our hybrid working model.

If you're motivated by creating better places to play and making a lasting difference to local grassroots football, we'd love to hear from you.

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JOB DESCRIPTION

Job title	Football Development Officer (Facilities)
Reports to	Football Development Manager
Location	The role will be based at the County FA Offices – Steel City Stadium, Olympic Legacy Park, Worksop Road, Sheffield, S9 3TL. However, home working is a feature of this position. The post holder may be required to attend meetings and training away from the office.
Working hours	The role will be 35 hours per week, Typical working hours will be Monday to Friday. However, in order to meet the needs of the business and its customers Evening and weekend work will be required.
Salary	£31,609
Contract type	This is a full-time role, fixed term to 30 th June 2028

Job purpose

- Support the delivery of The FA Grassroots Football Strategy and the Sheffield & Hallamshire County FA Business Strategy.
- 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 applications.
- Contribute to the effective implementation of The FA's Safeguarding 365 Standard for County FAs.
- Support the adoption of FA technology systems across grassroots football.
- Comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.

Job responsibilities

- Deliver all activities that ensure every affiliated football fixture is played on a 'good' quality pitch.
- Track the quantity and quality of football pitches and ground locations for affiliated fixtures.

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- Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and The FA's Grassroots Football Strategy.
- Ensure that each local authority area has a robust Local Football Facility Plan in place to identify priority projects for potential investment.
- Activate priority projects from Local Football Facility Plans to generate enough demand and deliver against Football Foundation spend targets.
- Support Sheffield & Hallamshire County FA Clubs and other key stakeholders with specific funding developments such as Howdens Kitchens, Eon Energy, Catering Units, Home Advantage programme, Premier League Stadia Funding projects and other appropriate Football Foundation grants.
- 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, Institute of Groundsmanship (IOG) 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.
- Support the Sheffield & Hallamshire County FA with any HQ or hub site facility development projects in conjunction with the Football Foundation and The FA.
- Map grass & 3G casual and team-based opportunities in clubs, community organisations, and leagues and to support identification of gaps in football provision across key programmes, age groups and formats.
- Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers.

Safeguarding / H&S

- Contribute to ensuring that safeguarding and equality are embedded throughout SHCFA and grassroots football.
- Ensure that staff within the post holders' area of work contribute towards safeguarding validation visits in order to achieve the required number of visits ahead of the annual deadline.
- Collaborate with the Designated Safeguarding Manager in all matters involving under-18s and adults at risk.
- Safeguarding Risk-assess all events and activity aligned to job role for under-18s and where SHCFA directly employ or deploy under-18 referees, coaches and volunteers to ensure appropriate safeguards are in place.





- Ensure suitable Approved Venue Checks and Health & Safety Risk-assessments and are in place for SHCFA led events, activities, leagues or competitions.
- Support organisations and volunteers with applications to the FA Disclosure and Barring Service and to undertake Safeguarding validation visits.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing

Other

- Execute tasks as required to meet the SHCFA changing priorities.





PERSON SPECIFICATION

Person specification

Qualifications

Essential

- Educated to A level or equivalent.

Desirable

- Two years' sports development experience.
- A qualification in facility development.
- A project management qualification.

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.
- Skilled in creating, delivering and maintaining pathways which support the growth, transition and retention of players.
- Capability to create multiple reports, budgets and plans.

Knowledge and experience

Essential

- Practical experience of sports/football development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.

Desirable

- Knowledge of The FA's Grassroots Football Strategy.
- Experience of utilising mapping programmes to support strategic and logistical planning.





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| <ul style="list-style-type: none">• Knowledge of the structure and partner organisations within football, nationally and within the County FA locality. | <ul style="list-style-type: none">• Knowledge and understanding of working with volunteers.• Experience of developing sports facilities.• Knowledge of the Football Foundation, Local Football Facility Plans and local planning authorities. |
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Enhanced DBS Check required?	YES
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Check required on Companies House disqualified directors' register?	YES
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Clean, full driving licence?	YES
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STRATEGIC PRIORITIES

The job holder will be expected to understand and work in accordance with the strategic priorities described below.

Strategic priority	Objectives
IMPROVE PLAYING CHOICE AND OPPORTUNITIES	• Evolve the youth game. • Improve team based football for adult male players. • Create more opportunities to play safe, inclusive casual football. • Support the disability game to grow and thrive.
DEVELOP EQUAL OPPORTUNITIES FOR WOMEN AND GIRLS TO PLAY	• Sustain and grow more playing opportunities in schools. • Create more team based playing opportunities. • Extend and enhance casual opportunities to play. • Deliver safe and inclusive environments for women and girls to thrive.
BUILD MORE AND IMPROVE EXISTING FACILITIES	• Transform grass pitch quality. • Build more 3G pitches. • Create inclusive and accessible facilities. • Improve environmental sustainability.
TACKLE POOR BEHAVIOUR	• Apply tougher sanctions. • Promote positive behaviour. • Drive collective responsibility across the game to raise standards.
DEVELOP A VALUED NETWORK OF VOLUNTEERS, COACHES AND REFEREES	• Grow the number of people running the game. • Improve the diversity of those running the game. • Support those running the game to learn and develop. • Celebrate and reward those running the game.
SUPPORT THRIVING COMMUNITY CLUBS	• Ensure clubs grow opportunities and provide a quality experience through England Football Accreditation. • Help clubs to become more sustainable. • Support the current and future generation of club leaders. • Equip clubs to add value to their local communities.





CONNECT AND SERVE PARTICIPANTS	• Make it easier to find information and opportunities to play, volunteer and learn. • Improve our customer service and communications. • Develop our digital tools to make running the game easier. • Explore digital opportunities to enhance the football experience.
PROGRESS THE GAME'S GOVERNANCE	• Promote the highest levels of governance across the grassroots network. • Evolve local Football Associations focused on developing football For All. • Support the grassroots game to be financially robust. • Support the game to be safe and well-run.





WHAT WE CAN OFFER

Below is a summary of the benefits our staff are offered:

- **Hybrid working arrangements** – we provide our staff with the opportunity to work from home, remotely or at our office.
- **Opportunities for flexible working** – we recognise the need to work flexibly to meet the demands of the role but to also ensure our staff have a healthy work-life balance
- **Generous holiday entitlement** – as well as bank holidays, you'll get 23 paid holiday days (pro rata for part-time staff). This goes up to 28 days when you have been with us for 5 years.
- **An Employee Assistance Programme (EAP)** – our EAP offers free access to counselling sessions, Mental Health First Aiders and much more.
- **A Workplace Pension Scheme** – employer contributions of 5% of your salary for a sustainable retirement plan.
- **Death in Service Insurance** – an employer scheme that pays dependents (subject to a qualifying period).
- **Eye Care Scheme** - free eye tests and help towards the cost of eyewear if needed.
- **Training and development opportunities** – access to The FA training Ground and financial support for education and training linked to your role.
- **Access to tickets for England internationals** – opportunities to apply for tickets to attend England internationals.
- **Nike discount** – in addition to receiving County FA branded staff kit, you'll also get access to a Nike discount that can be used in-store.

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HOW TO APPLY

- To apply for the role, please complete the [online application form](#) by 5pm on Thursday 27th August 2026. Please note that no applications will be accepted after this date.
- We kindly request that you complete an anonymous [inclusion and diversity form](#). We will use your data to measure whether our vacancies and adverts are reaching people from all sections of the local community.

[CLICK HERE TO COMPLETE THE APPLICATION FORM](#)

SELECTION PROCESS

- Interviews will be held at our HQ on Friday 18th September.
- If required, second interviews may be held to determine the most suitable candidates for the role.
- If you have any queries or questions regarding the role, please contact contact Ash Donovan, Football Development Manager, at Ash.Donovan@SheffieldFA.com
- Sheffield & Hallamshire County FA is committed to equality of opportunity and we welcome applications from all sections of our community. To help measure our impact on inclusion and diversity we are asking all applicants to complete an inclusion and diversity form. We will use your data to measure whether our vacancies and adverts are reaching people from all sections of the local community.
- Sheffield & Hallamshire County FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidates may be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

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