



**ENGLAND  
FOOTBALL**

## **FACILITY & INVESTMENT OFFICER**

**Do you have a desire to make a change and improve grassroots football facilities?**

**Can you help to advance Staffordshire's grassroots facilities and inspire our communities to enhance their football experience?**

**If so, The Staffordshire FA are looking to appoint a Facility & Investment Officer to support our work across our Club, League and Partner networks to protect and enhance football facilities across the County.**





# ABOUT STAFFORDSHIRE FA

Founded In 1877, The Staffordshire Football Association Is The Guardian Of Our National Game In The County.

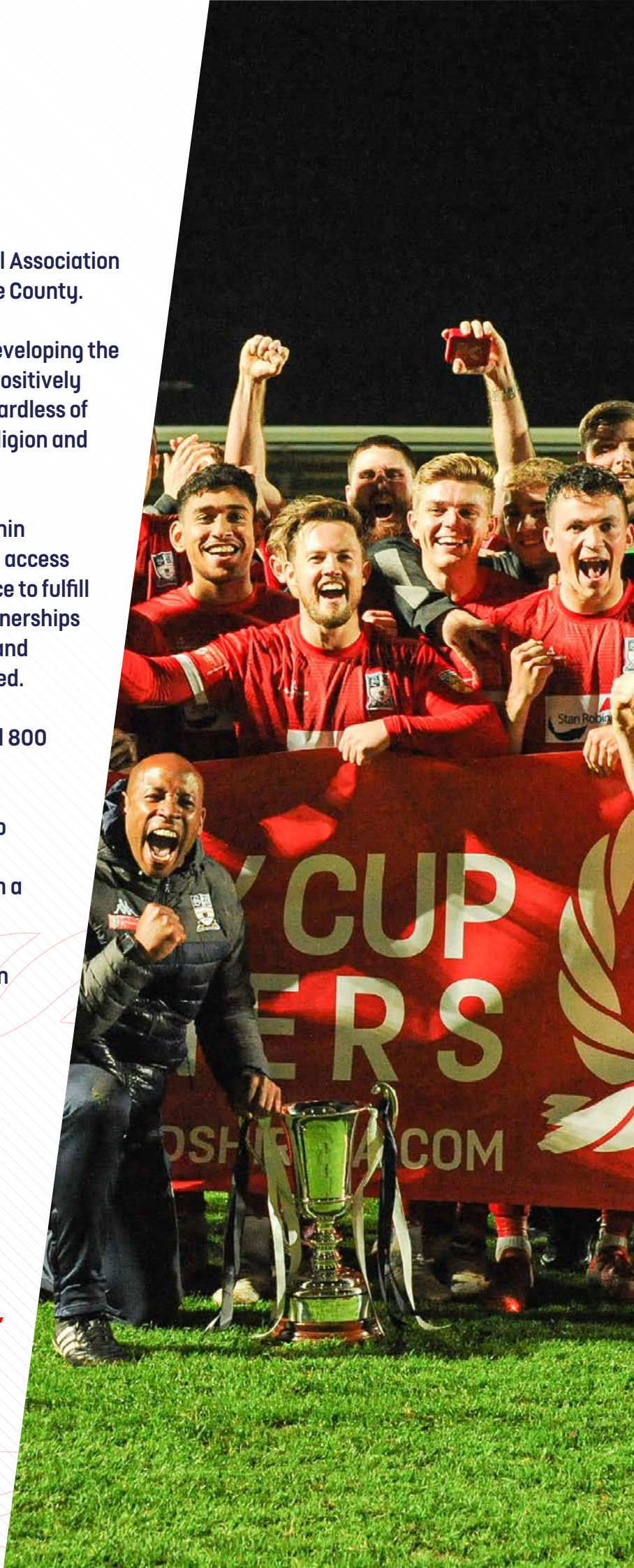
Responsible for efficiently governing and developing the local game, the Staffordshire FA strives to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socioeconomic status.

Our aim is to make a positive difference within football, giving everyone the opportunity to access quality football opportunities and experience to fulfill their potential. We are keen to develop partnerships in order to promote the benefits of football and improve the facilities where football is played.

With over 1,700 teams, 30,000 players and 800 referees, Staffordshire FA is responsible for providing a support structure that enables players, volunteers, coaches and referees to develop individually or as part of a Club or League and most importantly, participate in a safe and enjoyable environment. We are a progressive County FA who celebrate our history and traditions but we do not dwell on them. We are a dynamic, fast moving and evolving organisation which is passionate about our sport and its long term success.



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# MEET THE TEAM



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**Adam Evans**  
Chief Executive  
Officer



**Kevin Staples**  
Head of  
Delivery



**Gareth Thomas**  
Commercial &  
Partnerships Lead



**Ash Willis**  
Communications  
Officer



**Joanne Adams**  
Finance  
Officer



**Vicky Collins**  
Senior Regulatory  
Officer



**Jan Scott**  
Designated Safeguarding  
Officer



**John Lilburne**  
Competitions &  
Memberships Officer



**George Taylor**  
Regulatory  
Assistant



**Alex Scott**  
Senior Participation &  
Workforce Lead



**Chloe Matthews**  
Workforce  
Officer



**Gemma Machin**  
Equality  
Officer



**Jake Triggs**  
Football Participation Officer



**Tia Samphier**  
Apprentice



**Joe Davidson**  
Apprentice

# VISION, PURPOSE, VALUES & OBJECTIVES



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## **PURPOSE**

Providing a safe and inclusive environment  
where everyone can achieve their football aspirations.

## **VISION**

Support, Develop, Unite.



## **VALUES**

Insightful, Innovative,  
Inclusive, Influential, Inspirational.

## **FOUR STRATEGIC OBJECTIVES:**

**SUPPORT  
THE GAME**

**DEVELOP  
THE GAME**

**UNITE  
THE GAME**

**SAFE & INCLUSIVE  
ENVIRONMENTS FOR  
THE GAME**



# STAFFORDSHIRE FA VALUES



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The values of the Association are to ensure they meet the business and strategic priorities for the county. These values establish the core at which our staff operate, to support the game across the county and to ensure we put the participant at the heart of what we do.



## ***INSIGHTFUL***

Having or showing an accurate and deep understanding.

## ***INNOVATIVE***

Introducing new ideas; original and creative thinking.

## ***INCLUSIVE***

Open and accessible to all.

## ***INSPIRATIONAL***

Providing or showing creative or spiritual inspiration.



# HOW TO APPLY



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**Position:** Facility & Investment Officer  
**Term:** 3 Year Fixed Term Contract  
**Hours:** 36.5 per week  
**Salary:** £24,381  
**Employer:** Staffordshire Football Association

Our role is to support all participants from across the County to take part in football their way. Our aim is to provide a safe and inclusive environment where everyone can achieve their football aspirations. We are passionate about developing grassroots football and we are now actively recruiting a dynamic, inspirational individual to support our work and help us achieve our ambitions set out in the Staffordshire FA Business Strategy 'Uniting the Knot'.

This exciting role will support our Club, League and Partner networks to protect and enhance their football facilities. Grass Pitch improvement is a priority for us, with this role leading our work to ensure all affiliated football is played on a good quality pitch. Utilising Football Foundation grants and securing funding from a variety of sources will be key. Maintaining and influencing a strong partner network to enhance facilities across the County, along with supporting clubs to develop successful funding bids to help achieve capital funding for small, medium and large scale projects will determine success. Protecting and developing local authority assets along with monitoring and evaluating projects to ensure investment is managed appropriately will be essential.

The role will also have a specific focus in Stoke on Trent, working in partnership with Stoke on Trent City Council to deliver their facility development ambitions for clubs and leagues across the City along with their own assets. The City Council are embarking on the delivery of their new Playing Pitch Strategy across the City and this role will help deliver the ambitions of this Strategy.

A committed, conscientious, and ambitious person who is passionate about grassroots football and facility development and who is looking for an exciting challenge will thrive in this role. We pride ourselves on exceptional customer service with communication skills being key to help influence and provide innovative solutions to enhance Staffordshire's Football Facilities.

## To formally apply:

Please complete the Staffordshire FA Employment Application Form by [clicking here](#).

Please complete the Staffordshire FA Equality and Diversity Monitoring Form by [clicking here](#).

**Closing date:** Sunday 11th September 2022

**Interviews will take place:** w/c 19th September 2022

Please email [Support@StaffordshireFA.com](mailto:Support@StaffordshireFA.com) if you have any queries or questions about the role.

Staffordshire FA are committed to equality of opportunity and welcomes applications from all sections of the community.

Please note: Due to the number of expected applications for the position, if you have not heard from us within 5 days of the closing date, please accept that your application has been unsuccessful.



# JOB DESCRIPTION & SPECIFICATION



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## Job Purpose(s):

- Support the delivery of The FA Grassroots Football Strategy and the Staffordshire FA Strategy
- Ensure that every affiliated football fixture is played on a 'good' quality pitch
- Identify and activate projects for Football Foundation investment via Local Football Facility Plans
- Protect existing football facilities from planning application
- Work with partners across Stoke on Trent to deliver a portfolio of facility projects

## Job Responsibilities:

- 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
- Ensure that the outcomes of each facility project are aligned to the Football Foundation framework
- Activate and lead grass pitch and smaller grant projects
- Maintain a database of all funding sources that clubs and leagues can apply for
- Support Stoke City Council to deliver key projects
- Support Clubs and Leagues to ensure their facilities are maximising opportunities for investment
- Support applicants to develop their football development plans to enable successful funding
- Develop working partnerships with authorities, clubs, leagues, schools and other facility providers
- Use data and insight to design and develop local solutions that meet club, league and partner needs
- Align club's ambitions with the FA Strategy and Staffordshire FA's Strategy through support services
- Ensure clubs have appropriate legal structures and undertake the FA Club Diagnostic Analysis
- Assist and support relevant Facility Steering Groups across the County
- Promote The FA technical guidance to authorities, clubs, leagues, schools and other facility providers
- Ensure contract agreements are in place with all contractors (facility hire, consultants etc.)

## Qualifications:

- |  |             |
|--|-------------|
| • A degree level qualification or equivalent work related experience | (Essential) |
| • Two years' sports development experience                           | (Desirable) |
| • A qualification in Sport Development and/or Sport Related Training | (Desirable) |
| • Experience of business planning and funding bid writing            | (Desirable) |



# PERSON SPECIFICATION



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## Skills:

- Work strategically with partners to plan and deliver football programmes (Essential)
- Ability to use data to monitor and evaluate programmes (Essential)
- Strategic thinking and planning skills (Essential)
- Project management skills; plan, set and achieve objectives to deadlines (Essential)
- Excellent IT skills, including the use of Microsoft Office applications (Essential)
- Ability to work independently and as part of a team (Essential)
- Excellent problem-solving and decision-making skills (Essential)
- Outstanding communication and presentation skills (Essential)
- Budget management skills (Essential)
- Report-writing skills (Essential)
- Influencing skills to champion change (Essential)
- Practised at developing networks and relationships with a variety of stakeholders (Desireable)
- Previous experience of developing capital sports projects (Desireable)
- Previous experience of writing funding applications (Desireable)
- Previous experience of successfully applying for funding for a project (Desireable)
- Previous experience of advising or guiding on a project in a team environment (Desireable)
- Capability to create multiple reports, budgets and plans (Desireable)

## Knowledge and Experience:

- Practical experience of sports/football development/facility development (Essential)
- A working knowledge of inclusion, equality, anti-discrimination and safeguarding (Essential)
- Knowledge of the structure and partner organisations within football (Essential)
- Experience of working with clubs and volunteers (Essential)
- Knowledge of The FA's National Game Strategy (Desireable)
- Experience of project management (Desireable)
- Utilising mapping programmes to support strategic and logistical planning (Desireable)
- Knowledge and understanding of working with volunteers (Desireable)


Enhanced DBS Check required? **Yes**

Clean, full driving license required? **Yes**

The job holder will be expected to understand and work in accordance with the Staffordshire FA values;

**Insightful / Innovative / Inclusive / Inspirational**





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Beaconside  
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