

Facilities and Football Development Officer Vacancy

Job Title: Facilities and Football Development Officer

Location: Barnards Soccer Centre, Lowestoft, Suffolk, NR32 2HF

Salary: £25,000 per annum

Hours per week: 37 hours per week

Closing Date: 10:00 on Monday 24th October 2022

Vacancy Type: Fixed term until 30th June 2025 initially

The Organisation

The Suffolk FA 2021-24 strategy released on 1st July 2021, outlines our ambition and intentions to revive the local game and continue striving towards A Thriving Local Game by making progress on our four strategic objectives:

- Support and develop the local football community
- Provide a safe, inclusive and respectful experience across all football environments
- Use the power and value of football to contribute to a better Suffolk society
- Strengthen the organisation to maximise continued investment into the local game

The successful candidate will be instrumental in helping the County FA deliver this.

You can find out more about Suffolk FA and the work we do at www.suffolkfa.com.

Safeguarding

Suffolk FA is committed to safeguarding children and adults at risk. Due to the nature of this role, the successful candidate will 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 the information provided.

The Role

Suffolk FA is looking for an enthusiastic, professional facility operator with a keen eye for football development, investment and facility improvements. The successful candidate will be responsible for managing Barnards Soccer Centre and supporting the growth of North Suffolk's footballing facilities, attracting investment into North Suffolk football, achieving our participation ambitions across all areas, and contributing to the Development Team of the organisation.

Please see the job description and person specification for a full outline of the roles and desired skills, knowledge and qualities.



A THRIVING LOCAL GAME

**SUFFOLK COUNTY
FOOTBALL ASSOCIATION**

A Bill Steward House,
The Buntings, Stowmarket,
Suffolk, IP14 5GZ

T 01449 616606

E info@suffolkfa.com

Registered in England No
3831570

VAT Registration No
785 700605

 @SuffolkFA

Key Accountabilities

- To support delivery of The FA Grassroots Football Strategy and Suffolk Football Association Business Strategy.
- To lead facility management at Barnards Soccer Centre, Lowestoft.
- To work effectively with football clubs in North Suffolk with club development plans, growth, and retention of players.
- To use Local Football Facility Plans to identify and activate Small Grant and Grass Pitch Improvement projects for Football Foundation investment.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.



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What we can offer

- A great environment to make a difference to local football with the governing body of the grassroots game here in the heart of the County.
- A varied and exciting working life, where you'll lead a team and make a difference across all aspects of grassroots football.
- Access to high-quality training, networking and personal development opportunities.
- Opportunities to progress your career across the network and wider sector.
- An Employee Assistance Programme.
- A competitive workplace pension scheme.
- Other benefits.

Equality and Diversity

Suffolk FA promotes inclusion and diversity and welcomes applications from everyone.

If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

The application and selection process

- Complete the Application Form and Equality and Diversity Monitoring Form and return marked 'Private & Confidential – Facilities and Football Development Officer application' to Matt Stebbings matt.stebbing@suffolkfa.com Football Development Manager by **10:00 on Monday 24th October 2022**.
- Applications received after deadline will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.
- Receipt of applications will not be acknowledged.
- Shortlisted applicants will be contacted by **17:00 on Monday 24th October**.
- Interviews will be held on **Wednesday 26th October at Barnards Soccer Centre, Lowestoft**.
- If required, second interviews may be held in order to determine the most suitable candidate for the role.

Please contact Matt Stebbings on 07432 735961 for an informal discussion about the role.

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