



**ENGLAND
FOOTBALL**

Job Description & Person Specification

Job title	Facilities and Football Development Officer
Reports to	Football Development Manager

Job purpose(s)	
<ul style="list-style-type: none">• 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.	
Direct reports	Casual facility staff

Location	Based at Barnard's Soccer Centre in Lowestoft, but with occasional travel to Suffolk Football Association offices in Stowmarket.
Working hours	37 hours per week. Evening and weekend work will be expected.
Contract type	Fixed term until 30th June 2025 initially

Responsibilities	
Facility Management	
<ul style="list-style-type: none">• To manage the efficient day-to-day operations of Barnards Soccer Centre in line with legal and health and safety requirements.• To develop and implement a business plan to support the growth and sustainability of the site.• Be responsible for all income and expenditure of Barnards Soccer Centre budget, including Annual budget setting, ensuring income targets are achieved, setting monthly finance targets, financial analysis and action planning, weekly and monthly finance reporting, and invoicing.• Oversee and ensure all Barnards Soccer Centre Policies and Procedures are in date and relevant, ensuring the latest legislations requirements are adhered too.• Oversee facility booking processes and procedures to ensure business rules are applied.• Implement and manage pricing structures including peak, off peak, weekend and annual season ticket prices and review annually.• Coordinate and prepare all facility requirements to ensure a first-class customer experience, in line with the facilities operating policies and procedures.• Produce monthly reports regarding the centre's overall performance for the Senior Leadership Team.• Ensure the 3G pitch and building maintenance programmes are carried out, and the facility is maintained to a high standard.• To lead the development of a marketing plan to support usage growth of the site, and investigate new forms of external marketing within marketing budgets.• Oversee and input into the social media activity that Barnards Soccer Centre undertakes, ensuring SMART targets are set for daily, weekly & monthly promotions.• Devise and implement pitch hire special offers and promotions.• Manage the facilities catering and vending offer, ensuring it meets the needs of the facilities customer, including ordering, stocking, and banking processes.	



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- Undertake general administrative duties including managing the Barnards Soccer Centre bookings, provide administration support and cover for the centre to enable the delivery of initiatives and programmes, dealing with telephone enquiries and visitors to Barnards Soccer Centre and providing any other support required.
- Work in collaboration with the Football Development Manager to set the monthly staffing rota for the facility.

Facilities and Investment

- Work with clubs and partners to identify development needs and ambitions and develop associated Club Development Plans.
- Support the Football Development Manager with the Grass Pitch Improvement programme, including liaising with relevant bodies to support pitch assessments and grant applications with clubs and partners within an identified area.
- Engage with clubs and partners to maximize funding applications, particularly to the Football Foundation.
- Support the Facility and Investment Lead to monitor and evaluate previously funded Football Foundation projects and provide guidance to ensure they are successful projects within North Suffolk.

Football Development

- To plan and support the delivery of a community football development plan for North Suffolk.
- To work with the Football Development team to provide football development support and advice to affiliated clubs and wider community.
- Contribute to the Suffolk FA team on collective projects and interventions to broaden the reach of football in the County amongst other identified key demographics.
- Support the implementation of the RESPECT agenda across Suffolk football, including embedding Safeguarding policy and procedures, and equality within all areas of the role.

Safeguarding

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within football development programmes.
- Risk-assess all Suffolk Football Association events and activity for under-18s and where the Suffolk Football Association directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- 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.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the Suffolk Football Association youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Provide information and evidence on an annual basis to support the County FA achieving the annual Safeguarding Operating Standard.

General

- Establish constructive working relationships with key stakeholders and develop regular contact to promote collaboration and sharing of good practice.
- Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
- Embed research, insight and effective measurement into planning, decision-making and delivery to ensure accurate data collection across programmes that address priority areas and meet the needs of participants.
- Use national and local data, research and customer insight to increase participation in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Suffolk Football Association and grassroots football.



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- Support the planning implementation/piloting of new FA initiatives.
- Execute tasks as required to meet the Suffolk Football Association changing priorities.

Person specification

Qualifications

Essential

- Educated to A Level or equivalent

Desirable

- Educated to degree level
- Sports development / other relevant qualification

Skills

Essential

- Ability to work with partner organisations across different sectors to plan and deliver programmes
- Project management skills and experience – to plan, set and achieve objectives within strict deadlines
- Budget management skills
- Excellent IT skills
- Excellent communication skills using traditional, modern and emerging media
- Experience of monitoring and evaluation of programmes

Desirable

- Practised at developing networks and relationships with a variety of stakeholders in order to support the delivery of strategic priorities
- Capability to create multiple reports, budgets and plans.
- Report-writing skills

Knowledge and experience

Essential

- Key facility management knowledge including business planning, facility operation and marketing
- Health and Safety experience and knowledge of Risk Assessment
- An ability to engage with both the paid and volunteer workforce
- Commitment to sports equality and knowledge of the barriers facing underrepresented groups

Desirable

- Knowledge of The FA's National Game Strategy
- Knowledge of relevant funding agencies
- Knowledge and understanding of football structures and development pathways at local, regional and national level
- Knowledge and understanding of sport structures and development pathways at local, regional and national level
- Demonstrable working understanding of inclusion, equality and anti-discrimination, safeguarding and best practice

Enhanced DBS Check required?

YES

Clean, full driving licence required?

YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below

Suffolk FA values

Suffolk FA commit to:

- Always put the participant first to ensure our game is safe, inclusive and respectful for all
- Work collaboratively to strive for excellence
- Operate with integrity and transparency



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Job description reviewed and modified by:	Matt Stebbings, Football Development Manager
Date job description reviewed and modified:	07/10/2022
Job description authorised by:	Richard Neal, Chief Executive Officer

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.