



ABOUT SURREY FA



Founded in 1890, Surrey FA has a rich history with the beautiful game. Today, Surrey FA is one of the leading County FA's in the country and is a not-for-profit organisation with charitable status. This is an exciting time for us as we continue to transform our services and set about developing our new long-term strategy to 2030.

Surrey FA supports over 3,000 teams and 60,000 players, over 1,000 referees, and 5,000 coaches. We have a network of County Members providing expertise and diversity of voice to our Working Groups, a diverse and committed Board of Trustees, and 28 staff working across 15 Local Authorities. Surrey FA was also the first CFA to achieve Intermediate Equality Standard.

WHAT IS IT LIKE TO WORK FOR US?

While a passion for football is a plus, it's not mandatory – what we value most is your enthusiasm to learn and grow. We are proud of our positive culture, staff well-being, and team working. The person is as important to us as the skills you can bring.

We value the benefits of partnership working to deliver better outcomes. And we are all passionate and committed to grassroots football and changing lives across our community.

We offer flexible working hours, a benefits programme designed by our staff and you'll be based in our at Meadowbank Football Ground, overlooking the Surrey Hills in Dorking, Surrey.

SURREY FA VALUES

Collaboration, Ambitious, Respectful, Excellence

www.surreyfa.com



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ABOUT SURREY FA



FACILITY & INVESTMENT OFFICER - JOB DESCRIPTION

WELCOME

There has never been a better time to join Surrey FA to play a leading role in the improvement of grassroots football facilities.

Surrey FA has played an important role in strategically planning, developing, and delivering facilities for grassroots football since The FA, The Premier League, Sport England, and Government formed the Football Foundation in 2000. To date we have secured £20.6 million to improve grassroots football facilities for players, clubs, leagues and other football facility providers in our County since 2000.

The National Football Facilities Strategy sets out clearly to improve the following types of facilities:

- Grass Pitch
- 3G Football Turf Pitches
- Changing Rooms and Pavilions
- Small-sided Spaces.

The FA, Sport England, the Government, and the Premier League, have clearly identified the aspirations for football to contribute directly to important government education, social and health agendas. Alongside this, the strategy is clear that traditional, affiliated football remains an important priority and a core component of the game, whilst recognising and supporting the more informal environments used for community and recreational football.

The Government has recently backed the strategy with an additional £172m announced as part of its Comprehensive Spending Review for the next 3 years.

This investment represents an opportunity for Surrey FA to drive forward and deliver projects that we have identified in our Local Football Facility Plans on a far greater scale that we have been able to achieve before.

THE ROLE

We are looking for a Facility and Investment Officer to support our current team to deliver investment in grassroots football facilities where it is most needed in our county.

We are looking for someone who is passionate about grassroots football facilities, has the ability to help club volunteers to shape their ideas and be in a position to apply for funding to improve their facilities and sustain their clubs.

We have big plans to improve our grass pitches across Surrey and this role will play a big part delivering this priority ensuring that our clubs and partners are able to access advice, support, and funding through the Grass Pitch Improvement Programme.

Lots of our clubs require support to access grants for small scale projects for improvements, equipment, and activities. Using your skills, you will guide them through the maze of opportunities available in the county and nationally.





JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Facility and Investment Officer
REPORTS TO	Head of Football Development

JOB PURPOSE(S)

- To support delivery of The FA Grassroots Football Strategy and the Surrey FA Business Strategy.
- To ensure that every affiliated football fixture is played on a 'good' quality pitch.
- To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans.
- To protect existing football facilities from planning application.
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.
- To support the adoption of FA technology systems across grassroots football.
- To comply with FA rules, regulations, policies, procedures, and guidance that are in place from time to time.

LOCATION	Surrey FA HQ, Meadowbank, Dorking – with option for remote working.
WORKING HOURS	35 hours per week plus evenings & weekends as required by business needs.
CONTRACT TYPE	Fixed term contract until September 2025





RESPONSIBILITIES

- Support delivery of all activities that ensure every affiliated football fixture is played on a 'good' quality pitch including the use of PitchPower and the Hive Groundskeepers Community.
- 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 measurement framework and the FA's Grassroots Football Strategy.
- Activate grass pitch and smaller projects from Local Football Facility Plans to generate enough demand and deliver against Football Foundation spend targets.
- Support the delivery of support days to each Football Foundation applicant around the Grass Pitch Improvement Programme and Small Grants Programme.
- Support applicants to develop their football development plans to enable them to apply successfully for funding.
- Oversee a database of local funding sources that clubs, and leagues can apply for funding from.
- Oversee the support days to monitor and evaluate previously funded Football Foundation projects and provide guidance to ensure they are successful.
- 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 (FA Events, Whole Game System, Matchday app and Full-Time).
- Promote The FA technical guidance documents to local authorities, clubs, leagues, schools, and other facility providers.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within all facility and investment projects.
- Ensure contract agreements are in place with all contractors (facility hire, consultants etc.) and that these outline the requisite safeguarding responsibilities and accountabilities for all parties.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Surrey FA and grassroots football.
- Execute additional tasks as required to meet Surrey FA changing priorities.



PERSON SPECIFICATION

QUALIFICATIONS

Essential

- Educated to A Level or equivalent.

Desirable

- A qualification in sports development or similar

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.

Desirable

- Practised at developing networks and relationships with a variety of stakeholders to support the delivery of strategic priorities
- Previous experience of developing capital sports projects.
- Previous experience of successfully applying for funding for a project.
- Previous experience of advising or guiding on a project in a team environment.
- Capability to create multiple reports, budgets, and plans





KNOWLEDGE AND EXPERIENCE

Essential

- Practical experience of sports / football / facility development.
- Demonstrate a working knowledge of inclusion, equality, anti-discrimination, and safeguarding.
- Knowledge of the structure and partner organisations within football, nationally and within the County FA locality.

Desirable

- Knowledge of The FA's Grassroots Football Strategy and the National Facility Strategy
- Experience of project management.
- Experience of utilising mapping programmes to support strategic and logistical planning.
- Knowledge and understanding of working with volunteers.

ENHANCED DBS CHECK REQUIRED?

Yes

CLEAN, FULL DRIVING LICENCE?

Yes

JOB DESCRIPTION REVIEWED AND MODIFIED BY:

Emma Barnes – Head of Football Development

DATE JOB DESCRIPTION REVIEWED AND MODIFIED:

31st January 2024

JOB DESCRIPTION AUTHORISED BY:

Sally Lockyer, Chief Executive Officer





THE JOB HOLDER WILL BE EXPECTED TO UNDERSTAND AND WORK TO UPHOLD SURREY FA'S VALUES AND BEHAVIOURS DESCRIBED BELOW:

VALUES	WORDS	BEHAVIOURS
COLLABORATIVE	Communication Teamwork Listening Support Recognition	We work together, fuelled by our passion and shared commitment to developing the game
AMBITIOUS	Learning Passion Challenges Proactive Open	We venture into uncharted territories with open minds, being bold in our thinking and brave in our actions
RESPECTFUL	Principles Integrity Diversity Empathy Balance	We recognise everyone's individual experience and perspectives, seeking out and valuing their contribution
EXCELLENCE	Accountable Reflective Effectiveness Impact Extraordinary	We are focused on the pursuit of excellence to enable us to make a lasting impact for the football family we serve

[CLICK HERE TO APPLICATION FORM](#) 

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.

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.