



Sussex County Football Association

Facilities & Investment Officer

Recruitment Pack

Sussex County FA - Facilities & Investment Officer

The Sussex County Football Association Limited is seeking to recruit a Facilities & Investment Officer to develop and improve grassroots football facilities across Sussex.

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

The post-holder will support our Project Manager to work with a range of stakeholders across Sussex to improve grassroots football facilities, with particular focus on enhancing the quality of grass pitches.

We are looking for someone who has a knowledge of grassroots football facilities, and has the ability to work with Local Authorities, Education providers and grassroots clubs to support the development ideas and apply for available funding to improve their facilities.

The post holder will support Local Authorities within the Local Authority Pitch Pilot Programme and assist our clubs and partners with advice and support to access funding through the Grass Pitch Maintenance Fund Programme to improve the quality of grass pitches.

Lots of our clubs require support to access Football Foundation and other small grants for small scale projects. Using their skills, the post holder will guide clubs through the maze of opportunities available in the County and nationally.

To join the team and be successful, the individual must be able to demonstrate an understanding of the role on offer and how their knowledge and experience meets the essential and desirable criteria for the role.

Due to the nature of the role, and the stakeholders involved the individual should be able to work occasional evenings and weekends.

This pack provides the following to assist individuals in considering whether they have the relevant skills and attributes required for the role:

1. The Role Advertisement
2. The Role Profile
3. How to apply - Application Form

The successful applicant will report to the Project Manager

Applicants should be computer literate, ideally have a football interest though not essential, with presentation and communication skills capable of carrying out and implementing administration systems.

The Sussex County FA is committed to safeguarding children and adults at risk, and anyone working with us will be required to follow the Sussex County FA safeguarding policies.

What can the Sussex County FA offer?

- An exciting opportunity to join a forward thinking, progressive business
- A chance to work with key stakeholders within the grassroots and professional game
- A commitment to empowered and supportive personal development
- A Workplace Pension Scheme
- A Personal Accident policy
- 20 days' annual leave as standard
- Flexible working hours
- Health Scheme
- Multi Faith Prayer Room available
- Employee Assistance Programme
- Access to FA Cup Final & England tickets at Wembley
- Additional time off over Christmas
- Personal Development Budgets
- Free Nike Staff Uniform every year

Disability Confident

The Sussex County FA prides its-self on being an employer who are committed to supporting candidates with disabilities throughout our recruitment and selection process. We have a dedicated team to support any employee with a disability. If you require any reasonable adjustments to support your application, please do not hesitate to get in touch.

Equality Statement

We believe that Football belongs to, and should be enjoyed by, anyone who wants to participate in it. The Sussex County FA is committed to promoting equality within the business in every aspect of its work and we encourage applicants from all backgrounds, cultures, beliefs, and experiences to apply for this role, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnership.

If any questions arise about the role or clarity is required on the recruitment pack, please contact the Project Manager: Paul.Saunders@SussexFA.com or 01903 753547.

Closing date for applications is: **12 Noon, Friday 20th September 2024**, with interview date on **Thursday 10th October 2024**

Please note that we are unable to acknowledge receipt of applications.





Job Description and Person Specification

| | |
|-------------------|-------------------------------|
| Job title | Facility & Investment Officer |
| Reports to | Project Manager |

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| Job purpose(s) | |
| <ul style="list-style-type: none">• To support delivery of The FA Grassroots Football Strategy and the Sussex 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. | |
| Direct reports | None |

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|----------------------|---|
| Location | Working across Sussex whilst based at Sussex County FA, Culver Road, Lancing, West Sussex, BN15 9AX |
| Working hours | 21 flexible hours per week, including some evening and or weekend working. |
| Contract type | Fixed term until 31 st July 2028 |
| Salary | £15,000 - £17,000 (Dependent on experience) |

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| Responsibilities | |
| <ul style="list-style-type: none">• 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 Sussex FA and grassroots football.
- Execute additional tasks as required to meet Sussex FA's changing priorities.

| Person specification | |
|---|---|
| Qualifications | |
| Essential | Desirable |
| <ul style="list-style-type: none"> • Educated to A Level or equivalent. | <ul style="list-style-type: none"> • A qualification in sports development or similar |
| Skills | |
| Essential | Desirable |
| <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • Practised at developing networks and relationships with a variety of stakeholders in order 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 | Desirable |
| <ul style="list-style-type: none"> • 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. | <ul style="list-style-type: none"> • 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? | No |
| Full driving licence? | Yes |

| The job holder will be expected to understand and work in accordance with the values and behaviours described below | |
|--|---|
| FA value | Behaviours |
| PROGRESSIVE | <p>Embraces new thinking in pursuit of continuous improvement:</p> <ul style="list-style-type: none"> • Identifies the need for, and actions change in direction, practice, policy or procedure. • Questions the way things are done and takes informed risks. • Continuously seeks to improve efficiency and performance. |
| RESPECTFUL | <p>Sets the standards for respectful behaviour across the game:</p> <ul style="list-style-type: none"> • Maintains people's self-esteem when interacting with them. • Avoids pre-judgement when listening to suggestions from others. • Seizes the opportunity to apply FA standards at all times. |
| INCLUSIVE | <p>Champions and ensures that football is, and will remain, a game for everyone:</p> <ul style="list-style-type: none"> • Openly collaborates with colleagues and partners in the game • Provides equal opportunity to people of different backgrounds, experience and perspective • Seeks out and embraces new ways of thinking and working. |
| DETERMINED | <p>Tenacious and accountable. Serving the whole game and doing the right thing:</p> <ul style="list-style-type: none"> • Works relentlessly to overcome roadblocks or obstacles to achieve the goal. • Remains focused on seeing agreed goals through to completion taking pride in their work. • Maintains motivation for their team and themselves. |
| EXCELLENT | <p>The very best outcome achieved by sustained excellence in performance:</p> <ul style="list-style-type: none"> • Seeks to achieve the highest levels of performance at all times. • Persistent to achieve a standard that others consider impossible. • Challenges others to go further and achieve more. |



Application Form

Important: Please complete this application form that may also be accompanied by a Curriculum Vitae (CV). The decision to invite you to attend for interview will be based on the information you provide on this form. The Sussex County FA is an Equal Opportunities Employer.

Position applied for:

Personal Details

Please complete in BLOCK CAPITALS

First Names: Surname:

Mr / Ms / Mrs or preferred title: Are you over the age of 18?

Preferred Pronouns: * she/her/hers - he/him/his - they/them/theirs - other please specify

**Please circle as appropriate*

Address:

Post Code: Email Address:

What is the best day and time to contact you?

What is the best number to contact you on?

Do you hold a full current driving licence?

Are you free to remain and take up employment in the UK with no current immigration restrictions?

If you are successful you will be required to provide relevant evidence of the above details

Education and Training

Please provide details of your education, qualifications and training that you have completed or are currently undertaking.

| Dates | Details of School/College/Institution | Course or Qualification | Grade |
|-------|---------------------------------------|-------------------------|-------|
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Please attach a continuation sheet if required

Employment & Volunteering History

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work. Please include start and end dates for all positions held, the name of employer, nature of business, your job title and brief details of your responsibilities. Also include salary and benefits package. **Important:** Include any breaks in employment.

| Dates (start & end) | Employer's name/nature of business | Job title | Key Responsibilities | Salary/ Benefits |
|---------------------|------------------------------------|-----------|----------------------|------------------|
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Please attach a continuation sheet if required

How do I meet the requirements of the role as Facilities & Investment Officer?

Please outline the skills and experience that you have which are appropriate to demonstrate your suitability for the advertised role and how you would meet the essential and desirable knowledge, experience and skills required. Please include any paid work, unpaid/voluntary work which is relevant to the role we are recruiting for. In your application, please ensure you have read and fully understood the job advertisement and the role description provided.

Please attach a continuation sheet if required

Names and address of referees

Please give the name and address of two reference providers, one of which should be your current employer, or when not currently employed, your last employer (where possible). References will only be taken up upon successful application. Please note: Appointment to the role will not be approved until suitable references have been obtained and approved.

| | First Referee | Second Referee |
|----------------------------|----------------------|-----------------------|
| Name | | |
| Address | | |
| Postcode | | |
| Telephone | | |
| Email | | |
| Relationship to you | | |

Accessibility

Sussex County FA is committed to ensuring that all applicants can access the application and selection process for this role. Please details in the box below any adjustments you will require to be made to the selection process (including interviews) should your application be progressed to the next stage.

If your application is successful:

What notice period would you have to provide your current employer?

What annual salary would you be looking to obtain?

£

Declaration

I give my consent to the storage of personal data contained within this form for the purposes only of this application process. I can confirm and declare that the information provided on this form, to the best of my knowledge is complete, accurate and not misleading.

Signature:

Date:

Please complete and return your application form before 12 Noon, Friday 20th September 2024, with interview date on Thursday 10th October 2024

Either email Victoria.Windslow@SussexFA.com or post to the address as follows:

Strictly Private & Confidential, Vicki Windslow, Facilities Investment Officer Vacancy, Sussex County FA, Culver Road, Lancing, West Sussex, BN15 9AX

DIVERSITY & INCLUSION DATA CAPTURE - SURVEY QUESTIONS

Sussex County FA is committed to Equality and Diversity and ensuring that it is fully representative of the community it serves. To assist us in monitoring the ethnicity of members, we would be grateful if you could complete the following survey form. All information detailed will be treated anonymously.

Which of the following best describes your ethnic origin?

Please select the one answer which best describes you

White

White British (English, Welsh, Scottish, Northern Irish)

White Irish

White Gypsy or Irish Traveller

Other White (please specify:)

Mixed

White and Black Caribbean

White and Black African

White and Asian

Other Mixed / Multi-ethnic background (please specify:)

Asian or Asian British

Indian

British Indian

Pakistani

British Pakistani

Bangladeshi

British Bangladeshi

Chinese

British Chinese

Other Asian/Chinese background (please specify:)

Black or Black British

Caribbean

British Caribbean

African

British African

Other Black background (please specify:)

Arab

British Arab (English, Welsh, Scottish, Irish)

Other Arab background (please specify:)

Other Ethnic Group (please specify:)

Would rather not say

Which of the following best describes your religious belief?

Please select one answer

No religion

Buddhism

Christianity

Hinduism

Islam

Jehovah Witnesses

Judaism

Mormonism

Sikhism

Prefer not to say

Other (please specify:)

What best describes your sexual orientation?

Please select one answer

Gay/Lesbian

Heterosexual/Straight

Bi

Pan

Prefer not to say

Not known

What best describes your gender identity?

Please select the responses that best describes you

- | | | | |
|--------------|--------------------------|-------------------------------------|--------------------------|
| Female/Woman | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> |
| Male/Man | <input type="checkbox"/> | I use another term (please specify) | <input type="checkbox"/> |
| Non-Binary | <input type="checkbox"/> | | |
| Agender | <input type="checkbox"/> | _____ | |

Do you have a trans history or does your gender differ from your sex assigned at birth?

Please select one answer

- | | |
|-------------------|--------------------------|
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |

Do you have any long-term health conditions, impairments or illnesses that have a substantial effect on your ability to do normal daily activities?

This could include, for example, physical, sensory, learning, social, behavioural or mental health conditions or impairments. Long-term means that they have lasted, or are expected to last, 12 months or more.

- | | |
|-------------------|--------------------------|
| Yes | <input type="checkbox"/> |
| No | <input type="checkbox"/> |
| Don't know | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |

How old are you?

Please select one answer

- | | |
|-------------------|--------------------------|
| 16-17 | <input type="checkbox"/> |
| 18-24 | <input type="checkbox"/> |
| 25-34 | <input type="checkbox"/> |
| 35-44 | <input type="checkbox"/> |
| 45-54 | <input type="checkbox"/> |
| 55-64 | <input type="checkbox"/> |
| 65+ | <input type="checkbox"/> |
| Prefer not to say | <input type="checkbox"/> |