



Job Description and Person Specification

Job title	Facility and Investment Lead
Reports to	Football Development Manager
Salary Range	£27,000 - £29,000pa + benefits

Job purpose(s)	
<ul style="list-style-type: none">To support the delivery of The FA Grassroots Football Strategy and the Birmingham County FA Business objectives along with FA KPI's.To positively impact FA KPI's by ensuring every affiliated football fixture is played on a 'good' quality (grass/AGP) pitch.To identify and activate priority projects for Football Foundation investment via Local Authority Playing Pitch Strategies and Local Football Facility Plans.To protect existing football facilities from planning applications.To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs.To assist in the development of the BCFA HQ and identify potential BCFA facility investment opportunitiesTo support the adoption and promotion 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	N/A

Location	Birmingham County Football Association, Ray Hall Lane, Great Barr, Birmingham, B43 6JF – with flexibility for remote working considered e.g. two days office based.
Working hours	Full time, 35 hours per week, some evening and weekend work may be required.
Contract type	Fixed term contract until June 2024

Responsibilities	
<ul style="list-style-type: none">Identify, manage and develop relationships with key partners and stakeholders to meet the strategic objectives of the Birmingham County FA.Deliver all activities that ensure every venue is identified and registered and that every affiliated football fixture is played on a 'good' quality pitch in line with specific KPI's with AGP's on the FA/FIFA approved list.Utilise insight tools (visual-eyes) to plot the quantity and quality of pitches and ground locations for affiliated fixtures and identify gaps in provision in order to design and implement positive facility investment.Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework, the FA's Grassroots Football Strategy, Pitch Improvement KPI and wider business KPI's.Produce and monitor annual Operational Plan activities linked to specific KPI's and wider business objectives.Contribute to the development of Local Authority Playing Pitch Strategies and provide responses to planning applications affecting football facilities with interventions that safeguard football facilities in the long term.	



- Ensure that each Local Authority area has a robust Local Football Facility Plan in place to identify priority projects for potential investment and activate priority projects to generate demand and deliver against Football Foundation spend targets.
- Deliver support days to provide guidance to each Football Foundation applicant and ensure progress to ensure they are successful and fully utilised.
- Provide input and commentary to Sport England as part of the statutory planning processes and MOU's to ensure the effective protection and utilisation of playing fields, pitches and football assets.
- Collaborate with The FA, Football Foundation, Grounds Management Association (GMA) and Sport England.
- Develop collaborative working partnerships with Local Authorities, clubs, leagues, schools, indoor (futsal), small sided and other facility providers and venues to promote and maximise usage.
- Lead the BCFA's support for the Active Through Football bids and successful applications thereafter liaising with and briefing colleagues
- Be the focal point of Local Authority facility contact for mass participation events such as national and International Football Tournaments and Commonwealth Games
- Internal liaison with all colleagues in order to promote other areas of business activity and KPI's (affiliation, referees, County Cups, Charter Standard, Equality & Diversity, Sustainability, BCFA grants).
- Promote FA/FF reporting tools such as Pitch Power and provide excellent customer support in doing so.
- Support the Birmingham County Football Association with its own facility investment strategy and any HQ or hub site facility development opportunities in conjunction with the Football Foundation and The FA.
- Promote The FA technical guidance documents to Local Authorities, clubs, leagues, schools and other facility providers with up to date web site information and utilising social media channels and regular newsletters.
- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within all facility and investment projects and ensure safeguarding is embedded across the business and grassroots football.
- Ensure contract agreements are in place with all contractors (facility hire, consultants etc.) and that these outline the requisite safeguarding and H&S responsibilities and sustainability accountabilities for all parties.
- Promote and manage the specific BCFA Pitch Improvement and Club Innovation grants as well as all other LA/FF/SE funds and facility grants that become available along with application and monitoring processes.
- Liaise with new and existing partners to provide high quality services and solutions to clubs along with income generating partnership opportunities for BCFA.
- Liaise with partners and service providers to deliver a minimum of two CPD events each year.
- Provide the FDM and SLT and Board with accurate and up to date management information as requested.
- Execute additional tasks as required to meet Birmingham County FA changing priorities.

Person specification



Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> • A degree level qualification or two years' sports development experience. 	<p>Desirable</p> <ul style="list-style-type: none"> • A qualification in facility development. • A project management qualification.
Skills	
<p>Essential</p> <ul style="list-style-type: none"> • Strategic thinking and planning skills. • Self-motivated with excellent leadership skills and ability to build trust-based relationships. • Excellent internal and external stakeholder relations and customer service skills. • 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 within deadlines and budgets. • Exceptional communication, interpersonal and influencing skills. • Effective report-writing and presentation skills • Effective prioritisation and time management skills. • Excellent IT skills, including the use of Microsoft Office applications. • Excellent problem-solving and decision-making skills. • Budget management skills. • Ability to use and analyse data to monitor and evaluate programmes. 	<p>Desirable</p> <ul style="list-style-type: none"> • Ability to coach, develop and manage the performance of staff.
Knowledge and experience	



<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of how the County FA operates in partnership with The FA. • Knowledge of and commitment to equality, diversity and inclusion. • Knowledge of the Safeguarding Operating Standard. • Experience in the football community and a passion for football. • Experience of monitoring and evaluation of programmes. • Knowledge of good people management practice. • Experience of developing sports facilities. • Experience of working at a senior level with partners to develop and deliver strategic plans. 	<p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of funding sources to support capital projects. • Experience of project management. • Experience of utilising mapping programmes to support strategic and logistical planning. • Knowledge and understanding of The FA's Grassroots Football Strategy and how the County FA business plans support its delivery. • Knowledge of the Football Foundation, Local Football Facility Plans and local planning authorities. • Knowledge and understanding of working with volunteers.
Enhanced DBS Check required?	YES
Clean, full driving Licence?	YES

The job holder will be expected to understand and work in accordance with the values and behaviours described below...	
BCFA value	Behaviours
• Valued	• Team player
• Innovative	• Delivery focussed & results driven
• Positive	• Customer Excellence ethos
• Supportive	• Pro-active with a cost-effective approach
	• Honest & Trustworthy
	• Resilient and determined
	• Decisive with a can do attitude
	• Excellent negotiator and influencer
	• Approachable and friendly
	• Engaging and supportive
Job description reviewed and modified by:	K Shoemake & A Sproson
Date job description reviewed and modified:	22 April 2021
Job description authorised by:	K Shoemake
Budget Approved by:	M Penn (Chairman) & K Shoemake



Signed by job holder (on appointment):	
Full Name:	
Date signed:	

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

Further Information and Application Process:

As this role involves direct access to young persons under the age of eighteen, within the context of the job or any subsequently related activities or responsibilities, the successful candidate will undergo a thorough screening process, which will include a Criminal Records Check to ensure their suitability for the role.

How to Apply

Please submit your CV and a one-page covering letter outlining your suitability for the role via email to: Kevin Shoemake, Chief Executive Officer: kevin.shoemake@birminghamfa.com – please add 'Confidential FIL Application' in the subject line

The closing date for applications is 12 noon on 14th May 2021

Interviews will be held remotely online on Tuesday 25th 2021

Birmingham County FA is committed to equality of opportunity and welcomes applications from all sections of the community