



DEVON COUNTY FOOTBALL ASSOCIATION

COMPLEX MAINTENANCE OFFICER APPLICATION PACK

Who are Devon County FA?



As we develop a new 10 year vision for grassroots football in Devon, it is an exciting time to be joining the Association.

As an innovative and professional organisation, Devon County Football Association is a not-for-profit organisation responsible for the development and governance of grassroots football in Devon since 1888.

We are the guardian of grassroots football in Devon and we are committed to providing opportunities for all our communities to engage in football activities. We have delegated powers from The Football Association to manage rules and regulations to ensure fair play and safeguarding in the grassroots game, both on and off the pitch.

We are responsible for developing the local game and strive to positively influence football participation for all, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

We support and develop over 34,000 players within 2,000 teams that play in over 400 clubs within the 17 sanctioned leagues. We also support thousands of volunteers, coaches and administrators and help develop and grow over 500 match officials as they develop a career within the game.

[Click here to view our 3 year strategy.](#)

Our Vision, Role & Values



Our Vision

To enhance lives through football in Devon.

Our Role

Unite and serve Devon football to provide an inclusive and enjoyable experience for all.

Our Values

Inclusive

We will foster a culture where everyone is welcome, celebrate the uniqueness of every individual and ensure football in Devon is for all.

Positive

We will promote positive behaviours throughout football, support each other through challenges, and encourage the enjoyment which can be achieved by being involved with the game in Devon.

Respectful

We will listen and appreciate all different perspectives, treat everyone with dignity and empathy and promote respectful behaviour.

Introduction to Devon County FA



Now is an exciting time to join Devon County Football Association.

Over the past 18 months we have seen a change in the leadership of Association with our previous CEO retiring after 17 years in charge, and myself taking the opportunity to lead the Association into the future. Alongside this significant change, we have also recruited a number of new executive staff who are based at our offices in Coach Road, bringing our team up to 16 staff across the organisation.

Our current business strategy has entered its final year and we are now developing an ambitious ten-year vision for grassroots football in Devon. This new vision will align with our forthcoming four-year business strategy, enabling us to focus our efforts in delivering an improved football experience for all the Devon Football Family.

Since launching our current business strategy in 2021 we have seen many challenges, reached a number of milestones and worked with our Devon Football Family to support and recognise them. We have seen progress across our business and the game on all fronts, namely;

- Growth in male participation across youth and adult formats
- Exceeding our target of a 1000 new females involved in football in Devon
- Continuing to lead the County in the number of disabled players accessing the game
- Increased opportunities in servicing and supporting the volunteers in our game
- Achieving The FA Code of Governance
- Being awarded the Preliminary Level in the Equality Standard for Sport
- Achieving the Silver standard in the Investors in People framework

The Association faces ongoing hurdles as the game adjusts to the evolving ways people lead their lives and seek involvement, whether through playing, volunteering, or spectating.

I passionately believe the Association and the grassroots game in Devon is in a very strong position. Everyone at Devon County FA are passionately committed to supporting and developing the game for the benefit of all communities.

The future promises to be exciting and rewarding for all of those involved at Devon County FA, as we embed our strategy, strive to deliver key targets and objectives. An effective Board of Directors is a key element of an Association that aspires to be a high performing, respected and cherished organisation that delivers a high- quality football experience for all members of our Devon Football Family.



Chris French
Devon County FA CEO

FA Code of Governance



In January 2020, The FA became the first national governing body in English sport to introduce a regional Code of Governance, with several other sports now following the model which has been endorsed by Sport England. The Code itself represents a 'Gold Standard' of governance, made up of 65 requirements based on Sport England and UK Sport's Code for Sports Governance.

The requirements within the code enable a County FA to assess their current practices against the highest standard of corporate governance in football, supporting their development and ensuring they have the structures, functional operations, and decision-making processes in place to offer the best possible service to the game at a local level. The code also includes provisions for gender diversity, ethnic diversity, and youth representation across the County FA network.

The Devon County FA have recently met all the criteria and were awarded the FA Code of Governance standard. We are one of the first County FA's to meet the standard, which emphasises and clarifies the strength in our principles of operating our business to the highest standards. Good governance is at the centre of effective organisations and the Code of Governance framework enabled us to review our current practices, implement new processes and provide transparency and accountability to our members. Effective governance is central to the successful delivery of our key strategic aims.



Our Complex



We are very proud of our Complex at Coach Road!

The A & S Interiors Ground currently has a 3G Stadia Facility, six changing rooms and the Corner Flag Club House alongside our offices.

Our facilities have on average 1000 visitors each week, from our Plymouth Argyle Education Group based at our complex for their studies and training through to our community clubs using the facility on a weekly basis.

Each season our complex facilitates over 150 fixtures including our 20 County Cup finals, which are the key showpiece fixtures to celebrate the end of the football season. To continue to deliver a high quality experience for our users it is vital that we have a complex which is maintained to the highest standards of both safety and presentation.





The Role

Devon County FA is looking to recruit a dynamic individual to our organisation to ensure our facility is always at the highest standard for our users.

The role of Complex Maintenance Officer will be responsible for carrying out all maintenance of the DCFA 3G pitch, changing rooms, club house, offices and surrounding grounds to the highest standards.

The successful candidate will have considerable experience in carrying out general repairs and maintenance of buildings and facilities. Training will be provided for 3G maintenance.

We are looking for a proactive candidate that will be able to identify areas which require attention and who will constantly be reviewing how we can improve the complex for the benefit of all our users to ensuring we provide a professional, safe and accessible environment.

Working Hours

The role is flexible and the successful candidate will be required to work 10 hours over a minimum of two days each week. The hours would need to be agreed with the Business Operations Officer to ensure bookings are not impacted by any work being carried out.

The role can be either on a contractor agreement or as an employee of the organisation. This will be discussed at interview.

Devon County FA is committed to placing safeguarding at the core of all operations within grassroots football. You will be required to commit to completing any necessary safeguarding requirements as mandated by Devon County FA or The FA.

The Benefits

By joining Devon County FA you will:

- Join a forward thinking, progressive sports organisation
- Make a difference to the people and communities using our complex
- Be instrumental in developing a complex to be proud of
- You will be provided with County FA Nike branded kit





COMPLEX MAINTENANCE OFFICER ROLE PROFILE

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|-------------------|------------------------------------|
| Job title | Complex Maintenance Officer |
| Reports to | Business Operations Officer |

Job purpose(s)

- To support delivery of The FA National Game Strategy and Devon County FA's Business Strategy
- Carry out maintenance of the DCFA 3G pitch, changing rooms, club house, offices and surrounding grounds to the highest standards
- Identify any repairs or refurbishments that are required at the Devon County FA Complex and report them to the Business Operations Officer or Front of House Supervisor
- To contribute towards the complex complying with key policies, including safeguarding, health & safety and other FA regulations where relevant
- To contribute to the effective implementation of The FA's Safeguarding Operating Standard for County FAs

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| Direct reports | None |
| Location | Devon County Football Association, TQ12 1EJ |
| Working hours | 10 hours per week - flexible |

Responsibilities

- Presentation of the 3G pitch to the highest standard for match play and training
- Carry out maintenance duties on the 3G pitch such as pitch brushing, rubber crumb infills and pitch repairs
- Carry out repairs to netting, fencing, boards and goals as required
- Liaise with the Business Operations Officer or Front of House Supervisor on a daily basis to ensure pitches are appropriately prepared for usage
- Carry out general repairs to the changing rooms, office building and club house
- Carry out general maintenance and management of the DCFA Complex outer grounds, including grass areas, walkways and bins
- Compliance of all County FA policies and procedures
- Execute tasks as required to meet the County FA's changing priorities

Complex Maintenance Officer Role Profile

| Person Specification | |
|--|--|
| Qualifications | |
| Essential <ul style="list-style-type: none">• None | Desirable <ul style="list-style-type: none">• 3G pitch maintenance qualification• Mathematics GCSE Grade C or above (or equivalent) |
| Skills | |
| Essential <ul style="list-style-type: none">• Ability to carry out repair and maintenance work with expertise in DIY – e.g. woodwork, plumbing, painting and decorating skills• Ability to work on your own or as part of a team• Be able to demonstrate the use of individual initiative | Desirable <ul style="list-style-type: none">• Evidence of innovation and problem solving• Excellent attention to detail• Sound organisation and planning skills |

Complex Maintenance Officer Role Profile

| Knowledge & Experience | |
|---|--|
| <p>Essential</p> <ul style="list-style-type: none">• Previous experience of carrying out general repairs and maintenance of buildings and facilities• Experience of keeping work records• Knowledge of health and safety regulations and compliance, including COSHH and Risk Assessment | <p>Desirable</p> <ul style="list-style-type: none">• Experience of working within a football and/or leisure setting• Experience of driving small tractors and ride on mowers |

| | |
|------------------------------|-----|
| Enhanced DBS Check required? | Yes |
| Clean, full driving licence? | Yes |

How to apply?



For an informal conversation about the role please contact Chris French, CEO by email chris.french@devonfa.com or 01626 332077.

To apply for the role please submit the following to Dawn Rainbow via email dawn.rainbow@devonfa.com.

- Your CV
- A covering letter outlining your skills and experience to fulfil the role
- Complete the equality and diversity form via this [link](#)

The closing date for applications is **9am on Tuesday 30th April 2024**, though Devon County Football Association reserve the right to close the process earlier than advertised.

Interviews will be conducted on w/c **Monday 6th May 2024**.



