

FACILITIES AND INVESTMENT OFFICER (PART-TIME)

RECRUITMENT PACK



**DURHAM COUNTY
FOOTBALL
ASSOCIATION
LIMITED**



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WHO ARE DURHAM COUNTY FA?

We are the home of grassroots football from South of the River Tyne to North of the River Tees and across to the Cumberland borders and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Durham County FA is the home of grassroots football within our boundaries.

We are the guardian of the national game in our area.

We are responsible for efficiently governing and developing the local game and strive to positively influence participation for all in football regardless of age, ability, sex, sexual orientation, race, religion and socio-economic status. Often described as grassroots football, participation in the non-professional game continues to thrive in our area which is steeped in football tradition and history across all levels of the game.

***“FOR A BETTER GRASSROOTS GAME
WITHIN DURHAM COUNTY FA
BOUNDARIES”***



INDIVIDUAL ROLE PROFILE

FACILITIES AND INVESTMENT OFFICER (PART-TIME)

Commitment:

This is a part-time role with Durham County FA working 3 days per week - working at the Durham County FA Offices, Riverside South, Chester le Street, DH3 3QR,

Durham County FA are an equal opportunities employer and actively encourage people from diverse backgrounds to apply.

Role Title: Facilities and Investment Officer (Part-Time)

Reports to: Chief Executive Officer

Role Purpose:

Durham County 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 significant investment to improve grassroots football facilities for players, clubs, leagues and other football facility providers in our County.

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, Government and the Premier League, have clearly identified their 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 backed the strategy with **investment which represents an opportunity for Durham County 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 Facility and Investment Officer to support our current team to deliver investment into 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 Durham County FA 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.



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, Club Portal 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.
- Execute additional tasks as required to meet Durham County FA's changing priorities.

The successful candidate will be subject to a six-month probationary period.



APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form.

Please make sure to review the recruitment pack in full before completing your application form. If for any reason you are unable to access or complete the application form, please contact Kerry.Topping@DurhamFA.com to discuss.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged to take place at the offices of Durham County FA.

Durham County FA is committed to equality, diversity, and inclusion. Striving to be fully representative of the community it serves by ensuring that all job applicants, third-party partners, and members of staff are treated equally, without discrimination because of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability, or age.

Facilities and Investment are at the Heart of What we do!

Durham County FA is committed to ensuring that Facilities and Investment opportunities are accessible to all within the County.

To be successful in this role you will be required to ensure that you are committed to completing any training that is deemed a requirement by Durham County FA or The FA.

KEY INFORMATION:

- **The closing date for applications is noon on Tuesday 12th December 2023**
- **The date for interviews will be Thursday 21st December 2023**
- **Start date expected Monday 29th January 2024 or sooner**

Salary: £18,000 per year

Hours: 21 hours per week (3 days per week)

Location: Durham County FA, Riverside South, Chester le Street, DH3 3QR



PERSON SPECIFICATION QUALIFICATIONS

ESSENTIAL (Required to fulfil the role):

QUALIFICATIONS:

Educated to A Level or equivalent.

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 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.

KNOWLEDGE & EXPERIENCE:

- 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 (Beneficial, but can be learnt in role):

QUALIFICATIONS:

A qualification in sports development or similar

SKILLS:

- 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 & EXPERIENCE:

- 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.



APPLICATION FORM

FACILITIES AND INVESTMENT OFFICER (PART-TIME)

Please return this completed application form and completed equality monitoring form to Kerry.Topping@DurhamFA.com no later than noon on Tuesday 21st December 2023. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, 'Facilities And Investment Officer (Part-Time) application', Durham County FA, Riverside South, Chester le Street, County Durham, DH3 3QR.

Your application can be accompanied by a CV if you wish. The decision to invite you to attend for interview will be based on the information you provide on this form. Durham County FA is an Equal Opportunities Employer.

Title	
First Name(s)	
Last Name(s)	

Street Address	
City	
County	
Post Code	

FA Number (if known)	
Email Address	
Phone Number	

Do you have a full current driving licence?

YES NO *(delete as appropriate)*

Do you have access to your own personal transport?

YES NO *(delete as appropriate)*

Do you currently have an in-date FA Enhanced Criminal Records Check?

YES NO *(delete as appropriate)*

An up to date and accepted FA Enhanced Criminal Records Check will be required before starting this role

Do you have any offences which are currently unspent under the Rehabilitation of Offenders Act 1974? (You do not need to declare anything that is deemed 'spent')

YES NO *(delete as appropriate)*



EDUCATION & TRAINING

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

Dates	Place of Learning	Course or Qualification	Grade

EMPLOYMENT & VOLUNTEERING

Starting with your present or most recent job, please give a summary of all employment, including any freelance and relevant unpaid / voluntary work.

Dates	Employers Name	Job Title	Key Responsibilities/Achievements

INTERESTS, HOBBIES & LIVED EXPERIENCE

Please tell us about any interests, regular hobbies, lived experience you have that complement the skills and knowledge required in this role.

Interest / Hobby / Lived Experience	How does this support your application?

MEMBERSHIP OF PROFESSIONAL BODIES

Please list any professional bodies that you are a member of.

Membership Bodies	Membership Type



HOW I MEET THE REQUIREMENTS FACILITIES AND INVESTMENT OFFICER (PART-TIME)

Please explain why you think you are well suited to meet the purpose of this role. (5000 characters)
(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)



Please detail your levels of experience in managing facility projects and investment applications (2500 characters)

Please describe your experience of working with relevant partners and organisations that you feel would be beneficial to the role. (2500 characters)

Please explain your experience writing executive/board reports, and your ability to use data and insight to drive tactical plans? (2500 characters)



DURHAM COUNTY FA VALUES ARE:

PRIDE In what we do, why we do it and who we represent.

HONESTY In our actions and our intentions

INTEGRITY In our approach and consistent in our decisions

PROFESSIONAL In our manner, on what we deliver and how we want to be perceived

How do you meet these values of Durham County FA?

Durham County FA's culture and organisational structure is built on the four principal core values. Please provide evidential information and experiences of how you best demonstrate Durham County FA's four core values.



ADDITIONAL INFORMATION

Durham County FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Durham County FA are happy to complete any reasonable adjustments required by applicants with additional needs.

Please detail any adjustments you require to be made if you are invited to interview.

If your application is successful, what notice period would you have to provide your current employer?

Do you currently have any holidays planned and if so what are the dates?



REFERENCES

Please provide details of two referees below. Personal references are accepted when no professional or academic reference is available.

	First Referee	Second Referee
Name		
Address		
Postcode		
Phone		
Email		
Relationship to you		

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

The closing date for applications is noon on **Tuesday 12th December 2023**

To apply please email a completed application form and covering letter marked '**Facilities and Investment Officer (PART-TIME) Application**' to Kerry.Topping@DurhamFA.com or post to Durham County FA Office, Riverside South, Chester le Street, County Durham. DH3 3QR marked 'Private and Confidential '**Facilities and Investment Officer (PART-TIME) Application**'

EQUALITY AND DIVERSITY MONITORING FORM

Durham County Football Association Limited wants to meet the aims and commitments set out in its equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

Please be assured that any information disclosed on this form will not be shared with the recruitment panel for the role you are applying for and will be used only by the Equality and Diversity Lead Officer to store and process anonymised diversity data for the purpose of ensuring equality of opportunity.

Gender Man Woman Intersex Non-binary Prefer not to say

If you prefer to use your own term, please specify here:

Are you married or in a civil partnership? Yes No Prefer not to say

Age 16-24 25-29 30-34 35-39 40-44 45-49 50-54
55-59 60-64 65+ Prefer not to say

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English Welsh Scottish Northern Irish Irish
British Gypsy or Irish Traveller Prefer not to say

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean White and Black African White and Asian Prefer not to say

Any other mixed background, please write in:

Asian/Asian British

Indian Pakistani Bangladeshi Chinese Prefer not to say

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African Caribbean Prefer not to say

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab Prefer not to say

Any other ethnic group, please write in:



Do you consider yourself to have a disability or health condition?

Yes No Prefer not to say

What is the effect or impact of your disability or health condition on your ability to give your best at work?

Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

What is your sexual orientation?

Heterosexual Gay Lesbian Bisexual
Prefer not to say

If you prefer to use your own term, please specify here:

What is your religion or belief?

No religion or belief Buddhist Christian Hindu Jewish
Muslim Sikh Prefer not to say

If other religion or belief, please write in:

What is your current working pattern?

Full-time Part-time Prefer not to say

What is your flexible working arrangement?

None Flexitime Staggered hours Term-time hours
Annualised hours Job-share Flexible shifts Compressed hours
Homeworking Prefer not to say

If other, please write in:

Do you have caring responsibilities? If yes, please tick all that apply

None Primary carer of a child/children (under 18)
Primary carer of disabled child/children
Primary carer of disabled adult (18 and over) Primary carer of older person
Secondary carer (another person carries out the main caring role)
Prefer not to say