



### Role Profile

<b>Job Title:</b>	<b>Facilities and Investment Officer</b>		
<b>Salary:</b>	<b>c£26k</b>		
<b>Reports To:</b>	<b>Head of Football Development</b>	<b>Jobs Reporting into the Job Holder:</b>	<b>N/A</b>
<b>1. Job Purpose</b>			
<ul style="list-style-type: none"> <li>• To support delivery of The FA Grassroots Football Strategy and the London FA Strategic Plan.</li> <li>• To ensure that every affiliated football fixture is played on a ‘good’ quality pitch.</li> <li>• To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans</li> <li>• To develop a facilities workshop programme</li> <li>• To protect existing football facilities from planning application.</li> <li>• To contribute to the effective implementation of The FA’s Safeguarding Operating Standard for County FAs.</li> <li>• To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li> </ul>			
<b>2. Principal Accountabilities/Responsibilities</b>			
<p><b><u>Key Responsibilities:</u></b></p> <ul style="list-style-type: none"> <li>• Support delivery of all activities that ensure every affiliated football fixture is played on a ‘good’ quality pitch including the use of Pitch Power and the Hive Groundskeepers Community.</li> <li>• Track the quantity and quality of football pitches and ground locations for affiliated fixtures.</li> <li>• Ensure that the outcomes of each facility project are aligned to the Football Foundation measurement framework and the FA’s Grassroots Football Strategy.</li> <li>• Activate grass pitch and smaller projects from Local Football Facility Plans to generate enough demand and deliver against Football Foundation spend targets</li> <li>• To deliver post award support, in partnership with the Football Foundation, across the portfolio of Football Foundation projects in London</li> <li>• To support the activation and implementation of the Football Foundation’s Playzone programme, engaging with Local Authorities, Professional Club Community Sports Trusts and wider community groups</li> <li>• Support the delivery of support days to each Football Foundation applicant around the Grass Pitch Improvement Programme and Small Grants Programme.</li> <li>• Support applicants to develop their football development plans to enable them to apply successfully for funding.</li> <li>• Ensure appropriate 3G facilities are active on the Football Foundation Pitch Register</li> </ul>			



- Promote funding sources for clubs and leagues
- Work with Sport England to feedback on MOU requests
- Support under-represented groups to access quality facilities
- Market and promote the Football Foundation offer including running training sessions for applicants
- Oversee the support days to monitor and evaluate previously funded Football Foundation projects and provide guidance to ensure they are successful.
- Alongside the Head of Football Development, build 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 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 grassroots football.
- Execute additional tasks as required to meet London FA’s changing priorities.

### 3. Knowledge/Experience/Technical Skills/Behaviours

#### a) Knowledge/Experience/Technical Skills

##### Essential

- Ability to build positive relationships with partner organisations across different sectors to deliver football facility outcomes
- 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.
- Good communication and presentation skills.
- Exceptional customer service.
- Ability to use data to monitor and evaluate programmes
- Practical experience of sports / football / facility development.



<ul style="list-style-type: none"> <li>▪ Demonstrate a working knowledge of inclusion, equality, anti-discrimination and safeguarding.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Previous experience of developing capital sports projects.</li> <li>• Previous experience of successfully applying for funding for a project.</li> <li>• Previous experience of advising or guiding on a project in a team environment.</li> <li>• Knowledge and understanding of working with volunteers.</li> </ul>	
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b) Behaviours – (based on London FA’s Behaviour Framework)	c) Role details
<ul style="list-style-type: none"> <li>• Leadership (vision, empowerment, partnership, achievement)</li> <li>• Professionalism (mindset, respect, development, wellness)</li> <li>• Collaboration (responsibility, teamwork, communication, inclusion)</li> <li>• Integrity (accountability, trust, transparency, decision-making)</li> <li>• Performance (focus, initiative, insight, decisions)</li> </ul>	<p>Location – London FA office, Wembley Stadium (flexible home working arrangements available)</p> <p>Working hours - 35 hours per week, with some evening and weekend working</p> <p>Contract type – Full Time (subject to FA funding)</p>

**Further Information**

The London FA takes its role as a provider of football for under 18s very seriously. Their wellbeing is paramount in all decisions taken by us. All children and young people we come into contact with have the same protection regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity.

It is our expectation that all our staff will at all times act in the best interests of children and young people under the age of 18 and in accordance with The FA’s Safeguarding Children Policy. The welfare of children and young people must always be paramount.

**Diversity is at the heart of our strategy, because it is at the heart of grassroots football in London. We pride ourselves on the increasing diversity of our Board. We encourage applications from the widest range of backgrounds, particularly where there is often under-representation. We are particularly keen to encourage female, black, Asian and LGBT+ applicants, and applications from those with disabilities and from minority ethnic, belief and racial groups.**