

# FACILITY DEVELOPMENT OFFICER RECRUITMENT PACK



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 **MCRactive**



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If you need any additional information or have any questions about this role you can contact **RACHAEL BIRCHALL** on **[INFO@MANCHESTERFA.COM](mailto:INFO@MANCHESTERFA.COM)**



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# WHO ARE MANCHESTER FA?

We are the home of grassroots football in Greater Manchester and we are committed to providing football **FOR ALL**.

A passionate, inspiring and professional organisation, Manchester FA is the home of grassroots football across Greater Manchester.

We are the guardian of the national game in Greater Manchester. 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 city which is steeped in football tradition and history across all levels of the game.

## "FOR A BETTER GRASSROOTS GAME IN GREATER MANCHESTER"

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

Manchester 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.

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, the Government and the Premier League, have clearly identified the 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 recently backed the strategy with an additional £172m announced as part of its Comprehensive Spending Review for the next 3 years. This investment represents an opportunity for Manchester 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.



# ROLE DESCRIPTION

## FACILITY DEVELOPMENT OFFICER

### Commitment:

This is a full-time role with Manchester FA, 37.5 hours per week - working flexibly from both your home and office location.

### What is the role?

We are looking for a Facility Development Officer to support our current team to deliver investment in 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 Manchester 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.

### What will you do?

- To support delivery of The FA Grassroots Football Strategy and the Manchester FA Business Strategy.
- To support the delivery of MCRactive Capital programme for Football Facilities as highlighted in the PPS & LFFP.
- 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 support strategic work such as Local Facility Plans and Playing Pitch Strategies in order to protect and promote existing football provision and ensure new development does not prejudice its use.
- 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.
- To support in achieving The FA National Game Strategy (2021-24) KPI of Number of good quality pitches by supporting the roll out of the resource available from the Football Foundation via the Grass Pitch Maintenance Fund

Application Deadline **27 JUNE 2022 - 12:00PM**

To apply, please complete the following application form, and equality and diversity monitoring form found [HERE](#)

If you need any more information or have any questions about this role you can contact **RACHAEL BIRCHALL** on [INFO@MANCHESTERFA.COM](mailto:INFO@MANCHESTERFA.COM).



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# APPLICATION PROCESS

To apply, please complete the following application form and equality and diversity monitoring form found [HERE](#).

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 [Alex.West@ManchesterFA.com](mailto:Alex.West@ManchesterFA.com) who can arrange for any reasonable adjustment to be made for your application.

If shortlisted, you will be invited to attend an interview for the role. The interview will be arranged at your convenience, Manchester FA will happily work around your current commitments and responsibilities.

Manchester 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. You can find out more about Manchester FA's commitment to EDI in our Equal Opportunities Policy [HERE](#).

Manchester FA are committed to addressing individuals from historically underrepresented groups within the game. We aim to tackle this inequality by shortlisting for interview a minimum of two applicants with ethnically diverse, disability or female characteristics that meet the essential criteria for the advertised role.

## **Safeguarding is at the Heart of What we do!**

Manchester FA is committed to ensuring that Safeguarding within Grassroots football is at the heart of what we do. Ensuring that all our officers and volunteers involved in Manchester FA and to be successful in this role you will be required to ensure that you are committed to completing any safeguarding training that is deemed a requirement by Manchester FA or The FA. A Criminal Records Check will be completed with employment and character references requested before employment is offered.

## **KEY DATES**

**APPLICATION CLOSING DATE: 27 JUNE 2022- 12:00PM**

**INTERVIEWS: W/C 11 JULY 2022**

# INDIVIDUAL ROLE PROFILE

## FACILITY DEVELOPMENT OFFICER

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

<b>Role Title</b>	Facility Development Officer
<b>Reports To</b>	Chief Operating Officer
<b>Direct Reports</b>	N/A
<b>Role Purpose</b>	<ul style="list-style-type: none"><li>-To support delivery of The FA Grassroots Football Strategy and the Manchester FA Business Strategy.</li><li>-To support the delivery of MCRactive Capital programme for Football Facilities as highlighted in the PPS &amp; LFFP.</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 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 support the adoption of FA technology systems across grassroots football.</li><li>-To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.</li><li>-To support in achieving The FA National Game Strategy (2021-24) KPI of Number of good quality pitches by supporting the roll out of the resource available from the Football Foundation via the Grass Pitch Maintenance Fund</li><li>-To support strategic work such as Local Facility Plans and Playing Pitch Strategies in order to protect and promote existing football provision and ensure new development does not prejudice its use</li></ul>
<b>Salary Band</b>	£24,500 - £30,500
<b>Time commitment</b>	37.5 Hours per week - Fixed Term Contract until 31 July 2025
<b>Location</b>	The role will involve a combination of home and office-based working and travel to various locations across Greater Manchester to meet the needs of the business Manchester FA Office Opening Hours: 9am-5pm (Mon-Fri) Manchester FA Operating Hours: 8am-8pm (Mon-Fri) & (9am-2pm) Saturdays

## RESPONSIBILITIES

### Facility Development

- 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 National Football Facility Strategy (NFFS) and the FA's Grassroots Football Strategy.
- Activate grass pitch and smaller projects from Local Football Facility Plans.
- 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.



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- 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.
- To support MCRActive in developing a portfolio of small sided facilities through the Football Foundations PlayZone programme.
- To have dedicated time accounted for MCRActive and the activation of their capital projects as agreed by MFA and MCRActive staff.
- Promote The FA technical guidance documents to local authorities, clubs, leagues, schools and other facility providers.
- 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.

### **Safeguarding**

- Collaborate with the Designated Safeguarding Officer in all matters involving under-18s and adults at risk within male football development programmes.
- Risk-assess all Manchester FA events and activity for under-18s and where the Manchester FA directly employs or deploys under-18 referees, coaches and volunteers to ensure that appropriate safeguards are in place.
- Support messaging so that under-18s and adults at risk in youth and open-age adult grassroots football know how to report concerns about their wellbeing.
- Listen to and consult with under-18s on their experiences of grassroots football as part of the Manchester FA youth engagement strategy.
- Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Manchester FA and grassroots football.

### **Running the Game**

- 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).
- Execute tasks as required to meet the Manchester FA changing priorities.



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# PERSON SPECIFICATION

## **Essential (Required to fulfil the role)**

Educated to A Level or equivalent.  
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.  
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 learned in role)**

A qualification in sports development or similar  
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 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.  
Knowledge of The FA coaching qualification framework.

## **Values**

**PASSIONATE  
INSPIRING  
PROFESSIONAL**

## **KEY DATES**

**APPLICATION CLOSING DATE: 27 JUNE 2022 - 12:00PM**

**INTERVIEWS: W/C 11 JULY 2022**



# APPLICATION FORM

## FACILITY DEVELOPMENT OFFICER

Please return this completed application form and completed equality monitoring form [HERE](#) to [INFO@MANCHESTERFA.COM](mailto:INFO@MANCHESTERFA.COM) before 27 JUNE 2022 12:00 PM. Applications can also be made by post.

Postal applications are to be addressed; Strictly Private and Confidential, FAO Rachael Birchall - Chief Operating Officer. National Squash Centre, Gate 13 Rowsley Street, Etihad Campus, M11 3FF

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. Manchester FA is an Equal Opportunities Employer.

Title	<input type="text"/>
First Name(s)	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
City	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>
FA Number (if known)	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

Do you hold a full current UK driving licence?

YES  NO

Do you have access to your own personal transport?

YES  NO

Do you currently have an in-date FA DBS check?

YES  NO

Completion of a FA DBS check will be required before starting the 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



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# 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.

Membership Body	Membership Type



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# HOW I MEET THE REQUIREMENTS FACILITY DEVELOPMENT OFFICER

Please ensure you have read and fully understand the recruitment pack for this role. Please contact Alex.West@ManchesterFA.com who can arrange for reasonable adjustments to be made for your application.

## **Please explain why you think you are well suited to meet the purpose of this role?**

(Please make sure to include any specific knowledge, paid work, voluntary work, or lived experience that demonstrates your skills relevant to this role.)

## **Please describe your experience working with different partner organisations, how you used different methods of communication with these various groups and how you have worked both individually and as part of a team?**

## **Please describe your experience with sport/football and or facilities development and how you have achieved and monitored desired outcomes?**

## **Please detail your experience in project management, time management and working towards multiple deadlines?**

## **How do I meet the values of Manchester FA?**

Manchester FA's culture and organisational structure is built on the three principle core values. Please provide evidential information and experiences of how you best demonstrate Manchester FA's three core values?



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# ADDITIONAL INFORMATION

Manchester FA are committed to equality, diversity, and inclusion. Under the Equality Act 2010, Manchester 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?

If you were successfully appointed to the role what annual salary would be looking to obtain?

## 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 final date for consideration of applications is 27 JUNE 2022 - 12:00PM  
Either email: [Info@ManchesterFA.com](mailto:Info@ManchesterFA.com)

Or post and address as follows:  
Strictly Private & Confidential  
Rachael Birchall Chief Operating Officer  
National Squash Centre  
Gate 13 Rowsley Street  
Etihad Campus  
Manchester  
M11 3FF



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