



**MIDDLESEX FA**  
**CUP WINNERS**

# RECRUITMENT PACK

Facilities & Investment Officer





## **Who we are**

Our role is to develop and support the grassroots game in the geographical County of Middlesex. We are a charitable organisation providing everyone with the opportunity to participate in the game in Middlesex. Our Boroughs are the most densely populated and diverse in the country and we are committed to connecting and collaborating with everyone who would like to be involved.

Our primary focus when anyone chooses to participate in the game is to make sure safeguards are in place to ensure they have fun in a safe environment, creating pathways for them to stay in the nation's favourite game for as long as they wish. At Middlesex FA our staff and volunteers work tirelessly to share their passion for football. At our facility, Rectory Park, we are proud to have expanded our reach, working with our partners to deliver on and off the pitch.

## **Our Mission**

Rebuild, modernise and grow the game for all.

## **Our Values**

**We are Committed** – We are committed to doing the right thing. Governing the game in a way that's fair to all and treats everyone the same regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity

**We are Creative** – Adopting creative solutions to ensure we stay ahead of the game and meet the needs of our football community. We will focus on the future and learn from the past.

**We are Collaborative** – We will engage with local and national partners to offer benefits to our football community. We will collaborate with our clubs, leagues, referees, players, coaches and volunteers to ensure we are meeting their needs and listening to their feedback. We will collaborate with each other to share knowledge, provide feedback and work as a team to meet our common goal.

**We are Connected** - We are connected to the community we serve implementing a customer focused approach that puts the participant at the heart of what we do.

## **Our Purpose**

To achieve our mission we have four simple values that staff, Council and Committee members here at the Association live and breathe – to be committed, to be creative, to be collaborative and to be connected. With these values, we'll continue to move football forwards, creating an environment where regardless of age, ability, faith, gender, sexuality or background, people in Middlesex are able to enjoy the beautiful game.

For further information on Middlesex FA please visit our website and please review our Annual Report and our three year strategy 'Leading from the front'

Season Review link <https://www.middlesexfa.com/news/2023/jun/15/season-review>

Strategy link <https://www.middlesexfa.com/news/2021/sep/30/middlesex-fa-launch-strategy>

## ROLE DESCRIPTION

### FACILITIES & INVESTMENT OFFICER

#### What is the role?

We are looking for Facility and Investment 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, 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 Middlesex 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 Middlesex FA Business Strategy.
- To deliver activations that strive for every affiliated football fixture to be played on a 'good' quality pitch.
- To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans.
- To support the activation of the Football Foundation small grants programme.
- 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.

Application Deadline: **Monday 6<sup>th</sup> May 2024, 1pm**

To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing the role description and person specifications by clicking [HERE](#).

If you need any more information or have any questions about this role please contact [neal.hickey@middlesexfa.com](mailto:neal.hickey@middlesexfa.com) or via phone 07739 984024.



To apply, please submit your full curriculum vitae detailing career and achievements, as well as a covering letter addressing how you meet the role description and person specifications by clicking [HERE](#).

Please make sure to review the recruitment pack in full before completing your application. If for any reason you are unable to access or complete the application, please contact [management@middlesexfa.com](mailto:management@middlesexfa.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 this role. The interview will be arranged at your convenience, Middlesex FA will happily work around your current commitments and responsibilities.

Middlesex 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.

## KEY DATES

**APPLICATION CLOSING DATE: Monday 6<sup>th</sup> May 2024, 1pm**

**INTERVIEWS: Week commencing 13<sup>th</sup> May 2024**



**Role Title:** Facilities & Investment Officer

**Reports to:** Head of Participation & Development

**Direct Reports:** N/A

**Role Purpose:** To support delivery of the FA Grassroots Football Strategy and the Middlesex FA Business Strategy.

To deliver activations that strive for every affiliated football fixture to be played on a 'good' quality pitch.

To identify and activate priority projects for Football Foundation investment via Local Football Facility Plans.

To support the activation of the Football Foundation small grants programme.

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.

**Salary Band:** £25,000 to £30,000

**Working Hours:** 35 hours per week. Flexible working hours between 8:00am – 6:00pm.

**Contract Type:** Fixed term until 30<sup>th</sup> June 2028

**Location:** Office/home based (Middlesex FA HQ, UB5 5FA) with regular travel across the county.

## RESPONSIBILITIES

- Lead activations that contribute to the Quality Grass Pitch key performance indicator 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 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, 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.
- Contribute to ensuring that safeguarding and equality are embedded throughout the Middlesex FA and grassroots football.
- Execute additional tasks as required to meet Middlesex FA changing priorities.

## PERSON SPECIFICATION

### Qualifications and Experience

- A degree level qualification or equivalent experience.
- Practical experience of working or volunteering in sport.
- 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.
- Knowledge of The FA's National Game 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.

### Skills and Personal Attributes

- 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.
- Ability to creatively come up with new solutions.
- The ability to work in a politically sensitive environment.
- Willingness to work to customers' needs with good interpersonal skills.
- Excellent IT skills including the use of Microsoft Office applications.
- Excellent time management and prioritisation skills.
- Experience using communication platforms to influence.
- Outstanding communication and presentation skills.
- Exceptional customer service.
- Report-writing skills with excellent attention to detail.
- Ability to use data to monitor and evaluate programmes.
- Influencing skills to champion change.

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## **WHY WORK FOR MIDDLESEX FA?**

### **CYCLEScheme**

*Staff can purchase commuter bikes and cycling accessories which is taken before tax as a salary sacrifice and paid back to MFA over a 12 month period.*

### **BIRTHDAY**

*We give you your birthday off! If it falls on a Saturday or Sunday, you will be given the Friday or Monday.*

### **ADDITIONAL DAYS**

*We choose to close the office and give you time off at Christmas but reviewed yearly. We give you two volunteering days a year (to take place in Middlesex).*

### **STAFF SOCIALS**

*Our team training days always contain social activity.*

### **TRAINING**

*We offer financial and professional support for education and training (linked to your role) but supportive of your own personal development.*

### **ACCESS TO FA TICKETS**

*Staff Members have the opportunity to purchase tickets, allocated to County FAs, for England internationals and the FA Cup Final.*

### **FLEXIBLE AND AGILE WORKING**

*We offer flexible working, giving you the opportunity to work from home, remotely and to manage your own time around your personal life and family.*

### **STAFF DISCOUNT**

*Staff can purchase goods from Rectory Park at a discount.*



Middlesex FA

