



**Northumberland FA
Recruitment Pack
Sports Turf & Facility
Support Apprentice**



WELCOME TO NORTHUMBERLAND FA

ABOUT US

Northumberland FA is part of The FA's national network of County Football Associations. County FA's support, develop, and govern grassroots football in their regions. Northumberland FA's region includes three Local Authority areas; Newcastle upon Tyne, North Tyneside, and Northumberland.

Northumberland FA is a registered charity and is funded through both The FA and its own commercial activity.

Northumberland FA aims to achieve its vision by supporting the provision of, fun, safe, and inclusive football environments for all. We believe in our people and strive to create a team who share our values.

This is an incredibly exciting time to join us as we prepare to move into our brand new £4 million Headquarters off the Coast Road at Wallsend, and we look forward to hearing from you. Read more about our new HQ development [here](#).

OUR APPROACH TO RECRUITMENT

At Northumberland FA, we are committed to equality and to ensuring opportunities for all. This commitment extends to our recruitment processes. For this reason, we;

- Operate a 'blind' recruitment process.
- Are flexible with interview times.
- Are a Disability Confident employer.
- Are fully transparent - this means we'll always advertise the salary for the role so there aren't any surprises.

We aim to be flexible in our approach, and this extends to considering flexible working options including job shares.

We want to ensure our recruitment process is as fair as possible and doesn't exclude anyone from joining us in our mission to ensure that football truly is for all.



WORKING WITH US

KEY ACHIEVEMENTS



2023 North East Chamber of Commerce: Business of the Year



100% Employee Satisfaction Rating in 2022 from the annual FA State of Play Survey, compared with a 77% average across all other County FA's.



Northumberland FA were one of the first 10 County FA's to achieve The FA's Code of Governance.



NSPCC Safeguarding Compliant to the highest possible standard.



2023 North East Chamber of Commerce: Diversity & Inclusion Award



2022 FA Recognition Awards: Coach Development Programme of the Year.

BENEFITS OF WORKING AT NORTHUMBERLAND FA



4 weeks Sickness Pay over a 12 month period.



23 Days annual leave.
Flexible Working and TOIL Policy.



Maternity & Paternity pay policies and time off for medical appointments.



Access to FA Cup Final, England internationals & Newcastle United Premier League tickets



Contributory pension scheme through NEST Pensions.



Nike staff kit provided



Living Wage Employer



All Bank holidays off & additional annual leave for long-service.



ABOUT OUR TEAM

Dean Buckle, Head of Compliance & Inclusion

“Working for Northumberland FA is fantastic. My role is challenging, but hugely rewarding. There are so many benefits to working here and we invest hugely in our people. I genuinely love my job and the people I work with; how many people can honestly say that?”

Jessica Kerr, Digital Marketing Assistant

“I started working here 12 months ago and it’s been a great experience. Everyone is really supportive and encouraging.

“I have learnt some valuable skills from my colleagues and the flexibility and understanding of the team makes for an excellent work-life balance. “

Team Structure





ABOUT OUR TEAM

TEAM NFA CRITERIA

To be successful at Northumberland FA, there are some Key skills, values and attributes that are hugely important to us and will help you to be successful in your role.

We'd love to hear from you if you;

- Are positive
- Are a self-starter
- Love being part of a team
- Genuinely care about the community
- Are solutions focussed
- Really care about making a positive difference to people, especially children and young adults.
- Feel comfortable talking to a wide range of people from different demographics.

HOW TO APPLY

Equality and Diversity:

Northumberland FA promotes inclusion and diversity and welcomes applications from everyone. If you have any requirements in relation to the recruitment or interview process, please include details on the application form.

About the application and selection process:

- [Complete the Application Form here](#) and [Equality and Diversity Monitoring Form here](#) no later than 17:00 on Monday 16 September 2024. Applications received after deadline will only be considered in exceptional circumstances e.g. proof of posting indicates undue delay through no fault of the applicant.
- Receipt of applications will not be acknowledged.
- Shortlisted applicants will be contacted by 5pm on Thursday 19 September 2024 to arrange a mutually convenient interview time.
- Interviews will be held on either Thursday 26 September or Friday 27 September 2024; we will attempt to accommodate any requests.

Contact:

If you have any questions about the role, please contact Helen Beales, (Head of Business Development) for an informal discussion on 07458 043680 or email Helen.Beales@northumberlandfa.com



ROLE PROFILE

Job Title	Sports Turf & Facility Support Apprentice
Location	St Peter's Sports Hub, St. Peters Road, Wallsend, NE28 7BF and other locations as required
Contract Type	Fixed term for 24 months
Hours	37.5 hours per week including evening and weekend work.
Salary	U18s £6.40 per hour; 18-20 £8.60 per hour; 21 and over £11.44 per hour
Reports To	Head of Business Development

This role will be split, with one day per week spent at East Durham College, Durham, undertaking a Level 2 Sports Turf Operative apprenticeship (more details on the course here: <https://www.edc.ac.uk/apprentices/types-levels-apprenticeships/sports-turf>)

The remainder of your week will be split between working at Northumberland FA at our new St Peter's HQ at Wallsend, and with Cramlington based Grounds Maintenance Specialists (GMS).

GMS specialise in grass cutting and sports pitch maintenance and have been maintaining commercial grounds, school grounds and sports pitches in the North East of England since 1997.

GMS will carry out on the job training for this role, some of which will be on site at St Peter's Sports Hub and some will be at other locations maintained by GMS.

On the days you're at Northumberland FA, the postholder will assist the Facilities and Investment Team with their work to help clubs improve their grass pitches.

- Grass cutting using a various range of mowers including tractor, ride on, pedestrian and brush cutters
- 3G Pitch maintenance
- Initial marking and over marking sports pitches
- Carrying out Sports pitch maintenance, Aeration, fertilising, grass over seeding and top dressing
- General site maintenance, litter collection, leaf collection, herbicide application (Once Qualified)
- Carry out priority grass pitch assessments using the Football Foundation Pitchpower tool
- Provide support and guidance to clubs on the funding process via the Football Foundation and track grant submission progress
- Support clubs and volunteers with CPD, liaising with staff at Northumberland FA and the Grounds Management Association to identify and organise training opportunities and post award support visits
- Assist with tracking the quantity and quality of football pitches and ground locations for affiliated fixtures.
- Attend support days with The GMA Regional Pitch Advisor to provide technical grass pitch guidance to Football Foundation Grant recipients and monitor their grass pitch maintenance fund progress



WHAT ARE WE LOOKING FOR?

Qualifications:

Essential:

- Educated to GCSE level or equivalent
- Full, clean driving licence

Skills, knowledge and experience:

Essential:

- Experience of or desire to take on a grounds maintenance role
- Strong interpersonal and communication skills
- Enjoy a customer facing role..
- Be a self-starter with a can-do attitude.
- Excellent IT skills, including the use of Microsoft Office applications
- Knowledge of and commitment to equality, diversity and inclusion.

Desirable:

- Experience in a football setting
- Knowledge and understanding of working with volunteers.

An Enhanced DBS check will be required for this role.



WHAT ARE WE LOOKING FOR?

The job holder will be expected to understand and work in accordance with the values and behaviours described below:

Accountable

- Communicates consistently and effectively.
- Maintains accountability for their area of work within the business, the delivery of agreed targets and actions.
- Maintains a detailed knowledge of their area of work and seeks to understand others areas of work.

Professional

- Uses supportive body language with colleagues and customers (eye contact, open body position...)
- Demonstrates enthusiasm towards work tasks, colleagues and stakeholders
- Leads by example and sets a personal example to others at all times through their own behaviour and standards e.g. is an effective role model.

Respectful

- Maintains people's self-esteem when interacting with them;
- Avoids pre-judgment when listening to suggestions from others;
- Seizes the opportunity to apply company standards at all times.
- Demonstrates an awareness of self and how this may impact upon others.

Teamwork

- Positively shares and receives ideas;
- Identifies who they need to collaborate with to ensure success;
- Initiates and sets up opportunities to collaborate widely;
- Proactively steps in and shows support for colleagues.



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