

# Project Manager (Programmes) Recruitment Pack

3 year fixed term contract

September 2022





*Thank you so much for taking the time to find out more about the Football Foundation. I am exceptionally proud to lead this organisation.*

*Our purpose is to transform individual lives and communities by providing people with a great place to play. That's an inspiring thought – but behind it sits a great team. The Foundation is an independent charity, but has at its heart a collaboration between the Premier League, The Football Association and Sport England. Our role is to facilitate their joint investment into community sports facilities. We do this through partnership working – being part of a team is really important to us.*

*Together we have ambitious plans and with the recent announcement from the government to invest a further £205 million into grassroots football over the next 3 years, the Football Foundation is well-supported to continue to invest in community pitches and facilities across the nation.*

*We have a great deal to get done, but why and how we do it matters too. We are striving to be an inclusive and diverse organisation which reflects the diverse communities, users and beneficiaries of our work and the outcomes we deliver. Becoming part of the Football Foundation team, will give you the chance to deliver a positive impact in every community in England; to help transform lives and communities through great places to play; and to be part of a supportive and inclusive staff team that strives to work hard and plays fair to achieve its goals.*

*I hope you take the time to apply.*

**Robert Sullivan, Chief Executive Officer**



*We are the Football Foundation – the Premier League, the FA and Government’s charity delivering upon a shared vision to help communities improve their local football facilities through grants. We’re the only example of a partnership between a national Government and a national sport coming together to support communities throughout the country.*





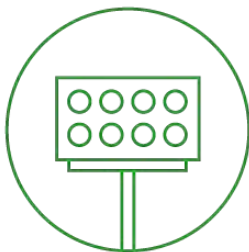
*Over the last 20 years we've been planting the seeds to grow grassroots football, transforming communities where demand is greatest, and impact will be strongest.*

*We have worked closely with local authorities, County FAs and other passionate people in communities up and down the country to deliver over 17,000 sports projects worth over £1.8 billion and we have got big plans to revolutionise England's grassroots facilities over the next decade.*



20,000

Improved grass pitches over the next 10 years



1,300

3G facilities over the next 10 years



1,700

New pavilions over the next 10 years



# OUR GOALS



**The Football Foundation's ambition is to transform the landscape of England's grassroots game by 2030.** In that time, we will deliver thousands of new pitches, while also investing in the improvement of existing grass pitches and off-pitch facilities across the country. The approach to achieve our goals includes:

- **Local Football Facility Plans**

In order to achieve our ambition, we have completed 318 Local Plans, covering every area in England. These are the culmination of three years of work with local authorities, County FAs, and other stakeholders. These plans identify the current provision of facilities and the projects that each community needs and deserves, providing a blueprint for our investment.

- **Grass Pitch Improvement Programme**

We are working alongside The FA on a 10-year plan to transform the quality of 20,000 grass pitches across the country. 87% of affiliated football is played on traditional grass pitches and maintaining these to the highest quality is crucial. We are working with experts and volunteers and have invested in a new web app, PitchPower, to make expert knowledge, support, and funding into pitches more accessible.

- **Small Sided**

We have an ambition to deliver 330 new or improved Small Sided facilities by 2025. To realise this ambition, we're going to focus on investing in safe, inclusive and accessible facilities in communities with the greatest need. We will tackle inequalities in physical activity levels and create inclusive opportunities for our priority audiences to become active through recreational formats of football and other sports.

- **Our Hubs**

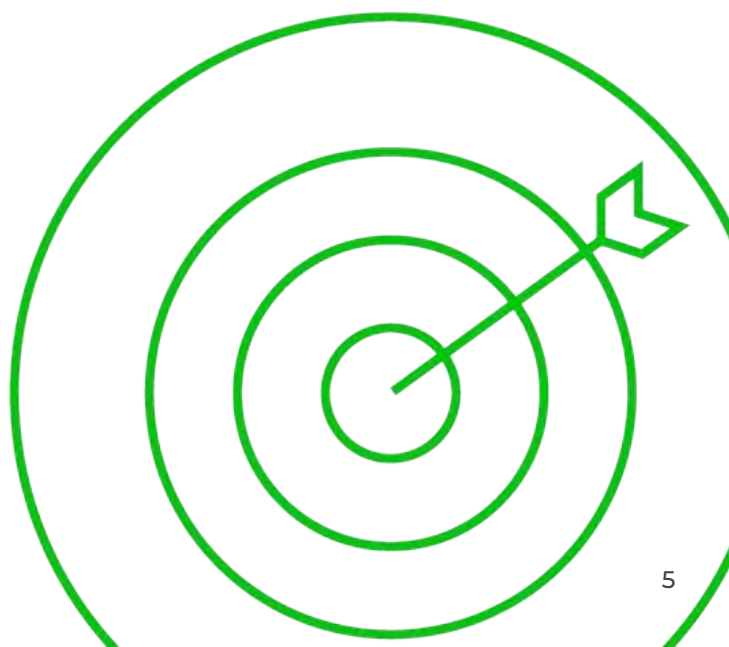
£200m investment in multi-pitch hubs has enabled us to work with Local Authorities and local football organisations, with hubs already in Sheffield, Liverpool, Sunderland, and one site in London: with construction underway for further sites in London, as well as Newcastle and Wigan.

- **3G Artificial Grass Pitches**

In 2020, we opened 49 new floodlit 3G Artificial Grass Pitches (AGPs) guaranteeing access to hundreds of thousands of people across the country, no matter the weather. Our goal is to install 1,300 more 3Gs by 2030.

- **Changing room pavilions**

We constructed and refurbished over 57 pavilions in 2019, providing players and match officials with safe, secure spaces to get changed, whilst also acting as hubs for the delivery of vital community outreach work. We are committing to 1,700 new pavilions by 2030.



# OUR FOUR CORNERS

We refer to our company values as our four corners and these form a central part of our working culture. When applying for roles we encourage applicants to be aware of our four corners as we will frame some of our interview questions around these.



## WE ARE STAR PERFORMERS

We unlock the power of pitches. We transform lives and strengthen communities. Whatever position we play in, we always strive for excellence.



## WE ARE A UNITED TEAM

We support each other and work together to deliver the greatest impact wherever it's needed the most. Nothing brings people together like sport and teamwork is at the heart of what we do.



## WE ARE PASSIONATE SUPPORTERS

We support the game in any way we can. We make sure applicants access funding as easily as possible. We work with partners to deliver outstanding football facilities. We transform lives and communities on behalf of our Funding Partners.



## WE ARE FAIR PLAYERS

Being inclusive and understanding diversity allows us to tackle inequalities through everything we do. We play fair regardless of gender, race, ability or place, from the star performers we recruit, to the way we work, from the facilities we fund, to the people who play on them.



# OUR IMPACT



Since 2000, we have been privileged to make a truly transformative difference to grassroots football across the country. We're proud that through the investment of our funding partners into grassroots football we've seen incredibly positive effects on physical health, mental health, participation, and the overall economy, and we want to keep moving the goalposts.



958

Artificial grass pitches installed



1223

Changing room pavilions built and refurbished



8726

Natural grass pitches improved

## OUR FINANCES

With the recent announcement from the government to invest a further **£205 million into grassroots football over the next 3 years**, the Football Foundation is well-supported to continue to invest in pitches and communities across the nation and we are ready to scale up our operations.

## LOCATION

This role is **home based** but may require you to attend our Football Foundation offices which is currently based in **Paddington, London**.



# THE ROLE - Project Manager (Programmes)



The Premier League (PL), The FA and the Government, through Sport England (SE) came together with the ambition to distribute capital funding that transforms the landscape of grassroots facilities across England. The Football Foundation (Foundation) is the responsible delivery partner for this funding.

This ambition has been segmented into local priorities through the development of 318 'Local Football Facilities Plans' (LFFPs). They articulate the needs of football across every Local Authority area. Using this insight, the Funding Partners have agreed the 'Investment Priorities' for the period through to 2025, therefore providing clear strategic direction for the type, scale and location of projects to be delivered.

As a Project Manager at the Football Foundation, you will provide critical support to our ambitious Multi-sport Grass Pitch Programme. The aim of this Programme is to support the improvement of grass pitches at Cricket, Rugby League and Rugby Union grounds the length and breadth of the country.

With a great deal to do, thinking strategically and adopting a proactive approach to the role will be pivotal in working with National Governing Bodies (RFU, RFL, ECB) and their stakeholders over an initial three year period to agree delivery and investment plans to improve their grass pitch stock in a sustainable way. The role will also be key to the implementation and successful delivery of a volunteer strategy for Groundkeepers to help recruit, train and retain volunteers within the volunteer sector. This role will be challenging, but it provides the right candidate an opportunity to be at the centre of transformational change for grassroots facilities in England.

The role sits within the Football Foundation's Programmes Directorate who are responsible for delivering and refining programmes in support of our strategic objectives. You don't need to be passionate about football or have a detailed knowledge of how to improve grass pitches to apply, but it is expected that you have a genuine interest in using your skills and experience to help the Foundation achieve our charitable and strategic objectives.

**You don't need to follow football to apply, but it is expected that you appreciate the power of sport to change lives and have a genuine interest in using your skills and experience to help the Foundation achieve our charitable and strategic objectives.**





# KEY OBJECTIVES



- ✓ **Provide expert leadership, guidance and advice to National Governing Bodies (RFU, RFL, ECB) in order to develop strategic grass pitch improvement delivery plans that maximise the impact of capital and revenue funding available, to tackle inequalities through our investment.**
- ✓ Implement and deliver a robust volunteer groundskeepers strategy to improve the volunteer workforce.
- ✓ **Support the adoption and mass usage of PitchPower for the RFU, RFL and ECB.**

## KEY RESPONSIBILITIES

- ✓ **Establish the delivery processes for the Multi-sport Grass Pitch Programme in order to develop a delivery pipeline against agreed annual KPIs.**
- ✓ Manage the implementation and successful delivery of a Groundskeeper Volunteer Strategy, working with multiple external stakeholders and the third sector, to recruit, train, and retain Groundskeepers.
- ✓ **Provide expert advice and best practice in relation to all aspects of the Foundations wider Grass Pitch Programme and drive meaningful change within the approach rugby and cricket take to managing and maintaining their pitch stock.**
- ✓ In conjunction with Planning Managers and the Delivery Team, negotiate the best use of multisport resources (Capital and Revenue) to support the delivery of the programme.
- ✓ **Manage multiple relationships with key National Governing Body staff throughout the planning stage and working alongside the Grant Management Team to transition the plans into the delivery pipeline.**
- ✓ Work alongside our partners at the Grounds Management Association to ensure the Multi-sport Grass Pitch Programme and the Groundskeeper Volunteer Strategy requirements are realistic and in line with current trends.
- ✓ **Develop and manage a project plan to monitor progress of projects and work streams, helping to prioritise workloads and ensure deadlines are met.**
- ✓ Provide strong project leadership, driving the strategic planning, being forward thinking, anticipating risk and mitigating against it, working with the team to consistently deliver to deadlines.
- ✓ **Liaison with key internal teams; the Programmes Team, Brand, Marketing and Communications Team, Investment Planning, Performance & Technology Team, and the Grant Management Team to ensure they are aware of the support needed for the programme.**
- ✓ Facilitate meetings with internal and external partners to ensure appropriate engagement and involvement in order to define problems, develop business requirements, and to identify risks, issues, and dependencies.

# KEY RESPONSIBILITIES



- ✓ **Provide timely progress updates and reports to Senior Management, Funding Partners, National Governing Bodies and County Football Associations to ensure everyone is engaged with and alert to progress on the projects.**
- ✓ Develop and maintain trusted working relationships with internal Football Foundation teams, Funding Partner contacts and other stakeholders.
- ✓ **Manage the relationships and contracts with agencies and suppliers, ensuring they are working to the agreed scope and budget, and meeting any service level agreements.**
- ✓ Develop a risk management process to assess, evidence and minimise project risks.
- ✓ **Create and maintain detailed project documentation.**
- ✓ Monitor and report on Key Performance Indicators (KPIs) to drive a continuous improvement process.
- ✓ **Provide support to the Programmes team on the design and development of new and existing programmes, ensuring that they deliver against the Foundations measurement framework and NFFS outcomes.**
- ✓ Always carrying out duties and responsibilities of the post in accordance with the Foundations policies and principles.

## OTHER ACTIVITY

*The role will also be required to:*

- ✓ **Undertake any other reasonable management request, including duties as can be reasonably expected to ensure the smooth running and efficiency of the Football Foundation Finance Team and wider organisation.**
- ✓ Keeping up to date with sport industry and third sector developments.
- ✓ **Carry out duties and responsibilities of the post at all times in accordance with Football Foundation policies and principles.**
- ✓ Ensure compliance with data protection in all matters.
- ✓ **Uphold the ‘four corners’ of the Football Foundation.**
- ✓ Demonstrate a commitment to equality, diversity and inclusion.



# APPLICATION REQUIREMENTS



## QUALIFICATIONS

- ✓ **Educated to HND/Degree standard or equivalent in Sports Development or Sports Management (Essential)**



## ESSENTIAL KNOWLEDGE

- ✓ Sustainable sports facility management and financial management.
- ✓ **The operational mechanics of National Governing Bodies and third sector organisations and the role that they play within the management and maintenance of sports facilities, and how they can be influenced and persuaded.**
- ✓ The inequalities that exist in supporting active lives across socio economic groups, to include women & girls, individuals with a disability or a long-term health condition, and ethnically diverse communities, with an understanding of how different groups might intersect.
- ✓ **The operations and challenges faced by grassroots clubs, community organisations, and the Voluntary Sector**

## DESIRABLE KNOWLEDGE

- ✓ Different project management techniques and an ability to flexibly apply these in a practical manner to a dynamic and evolving role.
- ✓ **Football Foundation grant programmes, application processes and criteria.**

## ESSENTIAL EXPERIENCE

- ✓ **Providing an advisory or consultative service in either sports development, community facility development or a similar voluntary sector initiative, related to the development of business plans and operational plans.**
- ✓ A proven track record of managing multiple projects at the same time with short- and long-term deadlines.
- ✓ **Building and maintaining highly effective working relationships with internal and external stakeholders.**
- ✓ Communicating with colleagues and customers remotely via email, video conferencing and phone.

## DESIRABLE EXPERIENCE

- ✓ Producing and presenting detailed and robust reports to decision makers and communicating complex matters in a coherent manner
- ✓ **Using dashboards and other performance management software to assist in monitoring the progress of projects and performance improvement in general.**
- ✓ Working in partnership with County Football Associations.
- ✓ **Working in partnership with a National Governing Body.**



## ESSENTIAL SKILLS AND ABILITIES

- ✓ **A passionate supporter, strong and visible passion and commitment to inspiring activity, the values of the Foundation and delivery of its strategic objectives**
- ✓ A united team player, actively contributing to the team to complete tasks, meet goals and manage programmes, and always operating as a centralised support service.
- ✓ **Strong project planning and organisational skills, with the ability to prioritise a varied workload balancing important tasks with urgent demands.**
- ✓ Strong attention to detail and excellent time management.
- ✓ **Accurate, thorough and with excellent attention to detail, with the ability to achieve a high-volume of recurrent processes, while ensuring the quality of the work remains at a high-standard.**
- ✓ Problem solving and with the ability to think about alternative solutions or approaches when needed.
- ✓ **Managing a diverse workstream, with the ability to analyse information consistently, identify issues and escalate potential risks.**
- ✓ Strong communication and interpersonal skills, and as a united team player provide respectful challenge and constructive feedback to colleagues, and receive the same with a receptive, open-minded manner
- ✓ **Flexible, adaptable and willing to support others at times when team priorities take precedence.**
- ✓ The ability to develop and sustain a level of professionalism at all times among team members, key contacts and stakeholders.
- ✓ **Proficient in the use of Microsoft Teams Microsoft Project, Outlook, Word, and Excel with the appropriate level of IT competencies to learn new software and support the completion of tasks in a fast-paced environment.**
- ✓ A star performer, striving for excellence and committed to self-development to support the growth of the Football Foundation and requirements of the role.





# APPLICATION OFFER – Project Manager (Programmes)



---

## SALARY & BENEFITS

- ✓ The salary band for this role is **£37.000 - £44.000** per year dependent on experience.
- ✓ You will initially be entitled to **25 days annual leave plus bank holidays**. The Foundation also offer a **generous pension scheme** (8% employer contribution), **yearly collective bonus, free healthcare provision, a monthly gym subsidy, interest-free season ticket loan, death in service benefit** and **access to selected match tickets**.
- ✓ We are committed to helping our staff maintain a healthy work-life balance, so offer **flexible working hours around core hours** to help achieve that.



---

## INDUCTION

- The Foundation offer a comprehensive induction process where you will learn about the culture of the Foundation and the way we work, as well as learning from your colleagues in the Programmes Team about processes and practices.



# EQUALITY & DIVERSITY COMMITMENT



**We request that all applicants complete our equal opportunities form as part of the application process. This anonymous and confidential form helps the Football Foundation to build up a picture of who is applying to join the organisation, and to monitor progress in this area. The link to complete this is in the application process.**

The Football Foundation is committed to, and values the principles of diversity, equality and inclusion. We strive to provide an inclusive and supportive working environment where all our team feel respected and supported in fulfilling their potential. We encourage and welcome applications from all, regardless of background and are particularly interested to hear from individuals belonging to under-represented groups including diverse ethnic communities, individuals with a disability and those from the LGBTQI+ community.

*To ensure we have the best chance of tackling inequalities through our work, we are determined to be an inclusive and diverse organisation that understands the communities we serve.*



## INTERVIEW ACCESSIBILITY

Reasonable adjustment to the interview and application process can also be made for any candidates with a disability, please contact us at: [jobs@footballfoundation.org.uk](mailto:jobs@footballfoundation.org.uk)

# APPLICATION PROCESS



## 1. APPLICATION

To apply, please follow the steps outlined below:

1. **Please send the following to [jobs@footballfoundation.org.uk](mailto:jobs@footballfoundation.org.uk)**
  - **CV**
  - **Cover letter** highlighting your motivation for the post and indicating how your skills and experience meet the criteria for the role.
2. **Complete an anonymous Equal Opportunities form:**
  - Click [here](#) to fill it out. Please only submit one form, if you have any issues get in touch.

### **Closing date for applications:**

Wednesday, 19 October 2022, 12:00

### **Interview date:**

Friday 4 November 2022

We encourage candidates to apply as soon as possible, as we may close the advert and application window once we have received sufficient applications.

We thank all applicants for taking the time to apply, however, due to the high number of applications received for most roles, the Foundation only contacts candidates if they are shortlisted for interview. If you do not hear from us within two weeks of the closing date, you should assume your application has not been successful.

The Foundation aim to provide feedback to shortlisted candidates who are unsuccessful at interview. However, due to the volume of applications received for most roles, the Foundation will unfortunately not provide feedback to those candidates who are not shortlisted for interview.

## 2. SELECTION

All applications received will be short listed against the role requirements and person specification. Those most closely matching our requirements will be invited to take part in an online interview.

## 3. CHECKS AND REFERENCES

If you are successful in your application, we will ask you to provide us with the contact details of two organisations that we can apply for an employment reference; one of which must be your current/most recent employer. Please be aware that the Foundation aim to have all references in place before new team members commence employment with us.

Under the Immigration, Asylum and Nationality Act 2006, you are required to provide evidence of your right to work in the UK. If called for an interview, you will be advised of the documents that you will need to provide, which, if you are offered employment, will be checked to ensure the Foundation complies with current legislation.

## FURTHER INFORMATION AND QUERIES

This Recruitment Pack is designed to be comprehensive; however, if you have any further questions regarding this role, please email: [jobs@footballfoundation.org.uk](mailto:jobs@footballfoundation.org.uk)

# DATA PROTECTION



**Information provided as part of your application will be used for the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process.**

If you are successful in your application, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment, plus 6 years following the end of your employment.

If you are unsuccessful at any stage of the process, we will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to work.

Please see the full Privacy Notice for job applicants on the Careers page of our website for more information about how and why your personal data will be used, namely for the purposes of the recruitment exercise, plus your rights in relation to your data.





*For more information, please email:  
[jobs@footballfoundation.org.uk](mailto:jobs@footballfoundation.org.uk)*

