



RECRUITMENT PACK

Delivery Manager

November 2021





INTRODUCTION FROM OUR CEO

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 how we do it matters too. We are striving to be an inclusive and diverse organisation – not only in the outcomes we deliver – but in how it feels to be one of the team. Helping to support the Football Foundation 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 team that works hard and plays fair to achieve its goals.

I hope you take the time to apply.

Robert Sullivan, **Chief Executive Officer**

ABOUT THE FOOTBALL FOUNDATION

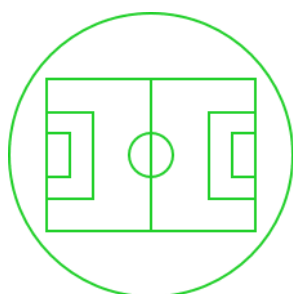


Together for Football.

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.

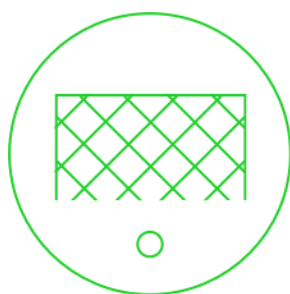
We are the only example of a partnership between a national Government and a national sport coming together to support communities throughout the country.

Over the last 20 years we have 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.



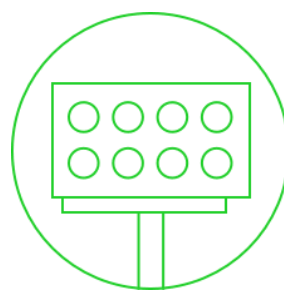
20,000

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




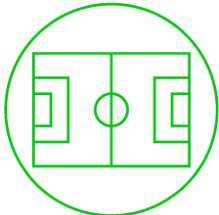

The Football Foundation's ambition is to transform the landscape of England's grassroots game by 2030. In that time, we will deliver thousands of new pitches, while also investing in the improvement of existing grass pitches and off-pitch facilities across the country.

- **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.
- **Our Hubs** – A £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 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 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.

		
8726 NATURAL GRASS PITCHES IMPROVED	958 ARTIFICIAL GRASS PITCHES INSTALLED	1223 CHANGING ROOM PAVILIONS BUILT AND REFURBISHED

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.



THE ROLE

Main Purpose:

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 by 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.

Our Delivery Managers act as the Foundation's focal point for proactive project delivery, from inception to completion of facility construction, across a designated geographical region. This includes all types of priority projects that have been indicated within LFFPs – 3G FTPs, Changing Facilities, Grass Pitches and Small-Sided facilities – including Hub sites, where appropriate.

By thinking strategically and adopting a proactive, enthusiastic approach, Delivery Managers will work to activate the LFFPs to identify, develop and shape projects with a grant value of more than £25k to the point of an application being submitted. This will include overseeing community engagement to ensure that target audiences are engaged, and multi-sport opportunities realised.

Once the application has been submitted, Delivery Managers retain responsibility for compiling an insightful and articulate assessment report, which using our Performance Framework, highlights predicted outcomes, business planning, and ongoing sustainability.

Following peer review, this report will be presented for a decision – either to the Football Foundation Grants Panel – an independent body of experts responsible for scrutinising grant applications - or via delegated processes.

Following a positive funding decision, the Delivery Manager will then work in conjunction with our Technical team to ensure the successful completion of the project construction, and that projects are set to successfully execute against agreed outcomes and operational processes.

While there will be a broad understanding of the regional boundaries that Delivery Managers operate within, it is appropriate that these will flex in response to business priorities and peaks in demand.



KEY OBJECTIVES

1. Activate LFFPs to develop a pipeline of projects which deliver the strategically agreed investment priorities within a dedicated geographical area, supporting Facilities Planning Managers with their ongoing maintenance.
2. Provide expert support, guidance and advice to organisations developing applications, ensuring that progress meets agreed timescales, applications meet the scheme criteria and represent best value for money. A key part of this process is to ensure that in developing projects, applicants are engaging with the right audiences and involving community representatives where appropriate.
3. Compile assessment reports which concisely articulate the merits and risks associated with each project and provide decision-makers with the key information to quickly make.

KEY RESPONSIBILITIES OF THE ROLE

1. Using agreed methodologies, insight and assets, activate the LFFPs within a designated geographical area to develop a pipeline of projects. These projects should provide optimum outcomes and value-for-money against agreed investment priorities.
2. Accurately capture and maintain key information within the Foundation Grant Management System for all projects within the pipeline, including the early indication of delays or failures that might impact project delivery.
3. Provide expert advice to prospective applicants, to ensure that they are suitably prepared to develop an application that meets the necessary requirements and agreed investment priorities.
4. In our aim of being inclusive in our approach, oversee the community engagement carried out by applicants to ensure that the requirements of target audiences are fully reflected in the development of projects from the outset.
5. In conjunction with the Facilities Planning Manager, negotiate with prospective applicants, and other local stakeholders/funding partners, to secure maximum partnership funding towards a project and allow best value for money to the Foundation.
6. Work in partnership with the Foundation technical team throughout the pre-application process, to ensure that the development of the 'technical' aspects of an application aligns with the wider application.



7. Following application submission, compile an assessment report which concisely summarises the project, providing detail on the merits and risks associated to allow robust investment decisions to be made easily and efficiently.
8. Participate in a peer review of applications, to ensure that they are in ultimate condition before presentation to decision-makers. As a united team, provide respectful challenge and constructive feedback to colleagues, and receive the same with a receptive, open-minded manner.
9. Present written applications to the Foundation Grants Panel in person. Respond to queries in an insightful, considered and constructive fashion.
10. Communicate the outcome of funding decisions to applicants – positive or negative – and clearly articulate the next steps in each instance.
11. In partnership with the technical team, manage projects following funding approval to the point of construction completion and facility opening. Discharge any applicable conditions of the grant related to operations, business planning and outcomes.
12. Support Facilities Planning Managers and County FAs, when required, to provide input, comments and advice to Sport England regarding planning applications affecting football pitches as part of the statutory planning process, with an objective of ensuring the protection of playing fields.
13. Support the refresh of LFFPs, via the agreed processes, to ensure that they continue to reflect the current requirement within each Local Authority area.
14. Act as 'Relationship Manager' with allocated Pro-club Community Organisations within a geographical area, and ensure their needs are incorporated within priority projects, either as a facility owner/operator or user.

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 Grant Management Team and wider organisation.
- Carry out duties and responsibilities of the post at all times in accordance with 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.

PERSON SPECIFICATION



Qualifications:

1. Educated to HND/Degree standard or equivalent experience (Essential).

Knowledge:

1. An excellent working knowledge and understanding of sustainable sports facility management and financial management. (Essential).
2. An astute understanding of the operations, requirements and challenges faced by grassroots sports clubs, community organisations and the voluntary sector. (Essential).
3. A sound knowledge of the operational mechanics of Local Authorities, and the role that they can play within the development of sports facilities, and how they can be influenced and persuaded. (Essential)
4. An understanding of the processes to deliver capital projects from inception to construction completion, and an awareness of the hazards which may prevent successful delivery. (Desirable).
5. Working knowledge of different project management techniques and an ability to flexibly apply these in a practical manner to a dynamic and evolving role. (Desirable).

Experience:

1. Providing an advisory or consultative service in either sports development, community facility development or a similar voluntary sector initiative. (Essential).
2. A proven track record of developing capital projects from inception to completion, specifically related to the development of business plans, operational processes and creation of development plans. (Essential).
3. Producing detailed and robust reports for decision-makers, and communicating complex matters in a coherent manner. (Desirable).
4. Familiarity with presenting to panels or committees, and ability to generate confidence in proposals/arguments. (Desirable).
5. Obtaining grant funding or investment from a variety of sources and aligning projects to the requirements of multiple funders. (Desirable).
6. Managing stakeholders and key relationships, to ensure that their needs and requirements are considered and aligned to strategic objectives. (Essential).
7. Coordinating work remotely via email, video conferencing and phone (Essential).

PERSON SPECIFICATION



Essential skills and abilities:

1. A passionate supporter, strong and visible passion and commitment to inspiring activity, the values of the Foundation and delivery of its strategic objectives.
2. High level written and verbal communication skills, including the ability to provide advice to various key stakeholders, aligning with strategic objectives.
3. Ability to adapt approach to build credibility with stakeholders from a variety of backgrounds at local and regional level, along with the ability to inspire and engage others.
4. Ability to act flexibly, juggle a wide range of activities, prioritise own workload, deal with conflicting demands and meet tight deadlines.
5. Naturally collegiate and communicable in approach; a team player, supporting the wider team to deliver the greatest impact wherever it's needed the most, while being able to work independently.
6. Ability to make tough decisions and communicate decisions with diplomacy.
7. Ability to analyse complex situations, with a keen attention to detail, whilst simultaneously simplifying for the benefit of others.
8. Willingness to travel extensively, across a large geographical region, as necessary, including regular travel to the Foundation's office in London.
9. IT literate, including MS Office tools.
10. A star performer, striving for excellence and committed to self-development to support the growth of the business and requirements of the role.

LOCATION

The role of Delivery Manager is home-based, with responsibility for managing a portfolio of projects within one of three geographical regions, as required by the Foundation. These regions are either the East; South East; or South West of England. To carry out the role, applicants are required to hold a current, clean driving licence, have access to their own vehicle, and be willing to undertake site visits. Occasional visits to the Foundation's office in London are also required.

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 with the Football Foundation, 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.



WHAT WILL THE FOUNDATION OFFER?

The salary band for this role is £38,000 - £42,000 per annum (depending on relevant skills and experience). Appointments are generally at the stated minimum, but this will depend on qualifications and 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 health care 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 you achieve that.

PROBATION

Appointment is subject to satisfactory completion of a six-month probation.

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 Grant Assessment Team about processes and practices.





EQUALITY AND 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 minoritised communities, individuals with a disability and the LGBTQI+ community.

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



APPLICATION PROCESS

To apply, please follow the steps outlined below:

1. Please send the following to 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.

The closing date for applications is: 23:59, 30 November 2021. Interviews are currently scheduled for **13 and 14 December 2021.**

Due to the volume 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.

SELECTION PROCESS

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



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.

Successful candidates will also be required to undertake a Disclosure and Barring Service (DBS) check before officially joining the Foundation.

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





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.