

# Delivery Officer Recruitment Pack

July 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.*

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## UNLOCKING THE POWER OF PITCHES TO TRANSFORM LIVES

We are the Premier League, The FA and Government’s charity. We deliver outstanding grassroots football facilities which support local communities and young players.



# OUR STORY



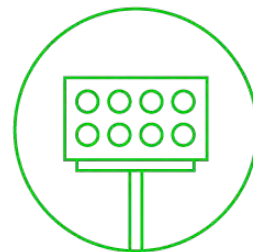
*Over the last 20 years we've been planting the seeds to grow grassroots football, transforming communities where demand is greatest, and impact will be strongest.*

*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**

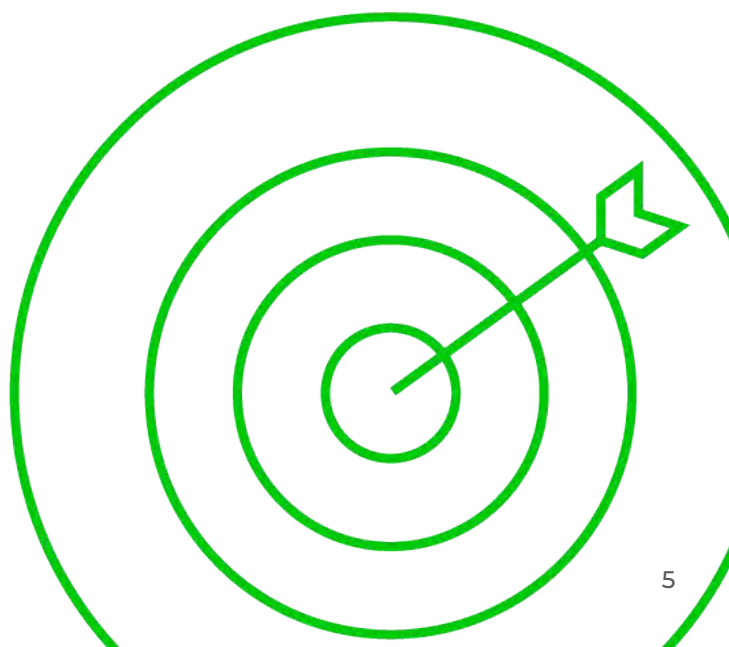
£200m investment in multi-pitch hubs has enabled us to work with Local Authorities and local football organisations, with hubs already in Sheffield, Liverpool, Sunderland, and one site in London: with construction underway for further sites in London, as well as Newcastle and Wigan.

- **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 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.

## WE ARE PASSIONATE SUPPORTERS

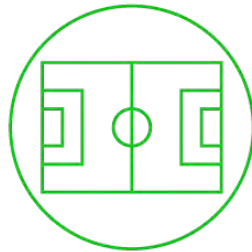
We support the game in any way we can. We make sure applicants access funding as easily as possible. We work with partners to deliver outstanding football facilities. We transform lives and communities on behalf of our Funding Partners.



# 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

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# 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 - Delivery Officer



A National Football Facilities Strategy has been developed, which prioritises the distribution of capital funding provided by our Funding Partners. The priorities of this Strategy have been translated into local priorities via the development of 318 'Local Football Facilities Plans' (LFFPs). These LFFPs articulate the needs of football across every Local Authority area, providing clear strategic direction for the type, scale and location of projects to be delivered.

Our Delivery Team at the Foundation is pivotal to the successful execution of this work. Our team are based across the country, working together to provide strategic insight and identify which projects should be prioritised to receive our funding. They then work proactively with applicants on the delivery of their projects, from inception to completion of facility construction.

This work includes all types of priority projects that have been indicated within the Local Football Facilities Plans – including 3G Football Turf Pitches (FTPs), changing facilities, grass pitches, Playzones and Hub sites, where appropriate.

The role of the **Delivery Officer** is at the heart of this process, working closely with our Delivery Managers and Facilities Planning Managers, as well as our technical team, to contribute to and support them across all areas of their work.

Whilst the Delivery Officers will operate within one of three specific geographical areas, a flexible, adaptable approach will be required to respond to business priorities and peaks in demand.

**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



Whilst the Delivery Officers will operate within one of three specific geographical areas, a flexible, adaptable approach will be required to respond to business priorities and peaks in demand.

## The key objectives of the role are:

- Support the day-to-day operations of the Delivery Team, working collaboratively and as a united team player.
- Support Facilities Planning Managers to maintain the LFFPs and help to develop a pipeline of projects in a geographical area, which meet our investment priorities.
- Provide 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.
- Contributes to the grant assessment process, including writing and inputting into assessment reports for grants of less than £250k.

## LOCATION

The role will be home-based, although occasional travel to our main office, currently in Paddington, London, as well as other sites will be required.



# KEY RESPONSIBILITIES



- ✓ **Managing your own workload, and collaborating with team mates on shared tasks and projects, to ensure milestones and targets are met.**
- ✓ Using agreed methodologies, insight and assets, support the Delivery Managers to activate the LFFPs within a designated geographical area to develop a pipeline of projects.
- ✓ **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.**
- ✓ Under the guidance of our Delivery Managers, provide advice to prospective applicants to ensure that they are suitably prepared to develop an application that meets the necessary requirements and agreed investment priorities.
- ✓ **Where there are 'technical' aspects to an application, collaborate with our technical team to ensure applications are fit for purpose.**
- ✓ Both write and input into assessment reports for grants of less than £250k, summarising key information as well as the merits and risks associated with each project to help decision-makers quickly make robust investment decisions.
- ✓ **As part of our grant assessment and governance process, grant applications are put through a peer review process to ensure that they are in ultimate condition before being presented to decision-makers. Delivery Officers are responsible for supporting Managers in preparing for these forums, and may be asked to attend and comment on particular applications as appropriate.**
- ✓ Support Managers to communicate the outcome of funding decisions to applicants – positive or negative – clearly explaining the next steps in each instance.
- ✓ **Support Facilities Planning Managers and County FAs, when required, to provide input, comments and advice to Sport England regarding planning applications.**
- ✓ Assist with the refresh of LFFPs, via the agreed processes, to ensure that they continue to reflect the current requirement within each Local Authority area.
- ✓ **As a united team player, contribute to cross-team initiatives and contribute to the improvement of systems and tools.**

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## 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 in accordance with Foundation policies.
- ✓ **Ensure compliance with data protection in all matters.**
- ✓ Uphold the 'four corners' of the Football Foundation.
- ✓ **Demonstrate a commitment to equality, diversity and inclusion.**



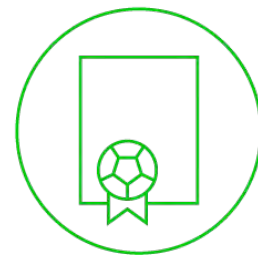


# APPLICATION REQUIREMENTS



## QUALIFICATIONS

Educated to HND/Degree standard, or two years of equivalent experience, in either Sports Development, Community Engagement, Planning or similar (Desirable)



## ESSENTIAL KNOWLEDGE & EXPERIENCE

- ✓ **An understanding of sports development and how it can be used for community benefit.**
- ✓ An understanding of the operations, requirement and challenges faced by grassroots sports clubs, community organisations and/or the voluntary sector.
- ✓ **Experience of providing advice or support to community groups, sports clubs or voluntary organisations.**
- ✓ Experience of preparing and presenting financial and written reports to colleagues and seniors, communicating complex matters in a structured and clear way.
- ✓ **Experience of building and maintaining strong relationships with internal and external stakeholders.**

## DESIRABLE EXPERIENCE

- ✓ 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.
- ✓ **An understanding of inequalities that exist across socio economic groups in supporting active lives, how they intersect and experience of working to reduce these.**
- ✓ Experience of producing financial reports
- ✓ **Some experience of presenting to panels or committees and an understanding of the importance of governance processes.**
- ✓ Experience of managing stakeholders and key relationships, to ensure that their needs and requirements are considered and aligned to strategic objectives.
- ✓ **Experience of coordinating work remotely via email, video conferencing and phone.**





## 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.**
- ✓ Strong written and verbal communication and interpersonal skills.
- ✓ **Applying judgement in analysing written and financial information**
- ✓ Working both independently and as part of a team.
- ✓ **Adapting your approach to meet the needs of the audience, with the ability to inspire and engage others.**
- ✓ Acting flexibly, juggling a wide range of activities, prioritise own workload, deal with conflicting demands and meet tight deadlines.
- ✓ **Naturally collegiate and communicable in approach; a united team player, supporting the wider team to deliver the greatest impact wherever it's needed the most, while being able to work independently.**
- ✓ Analysing complex situations, with a keen attention to detail, whilst simultaneously simplifying for the benefit of others.
- ✓ **Willingness to travel extensively, across a large geographical region, as necessary, including regular travel to the Foundation's office in London.**
- ✓ 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 business and requirements of the role.**
- ✓ A commitment to fair play, with an understanding of and passion for equality, diversity and inclusion.



# APPLICATION OFFER – Delivery Officer



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## ✓ SALARY & BENEFITS

- ✓ **The salary band for this role is £30,000 per year.**
- ✓ 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.



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## 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:**

Tuesday 9 August 2022, 9:00am

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)

