

HR Coordinator Recruitment Pack

June 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.

[WHAT WE DO](#) [WHO WE ARE](#) [OUR IMPACT](#) [NEWS](#)

[FIND YOUR LOCAL PLAN](#)

[LOOKING FOR FU](#)



UNLOCKING THE POWER OF PITCHES TO TRANSFORM LIVES

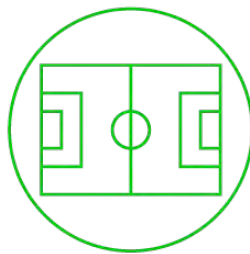
We are the Premier League, The FA and Government’s charity. We deliver outstanding grassroots football facilities which support local communities and young players.

OUR STORY



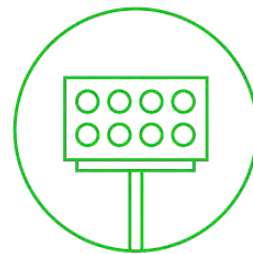
Over the last 20 years we've been planting the seeds to grow grassroots football, transforming communities where demand is greatest, and impact will be strongest.

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**

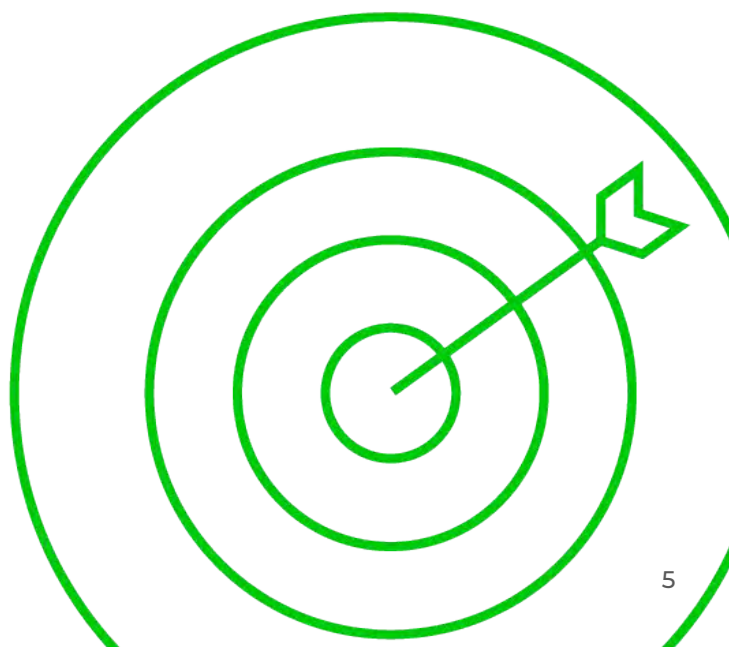
£200m investment in multi-pitch hubs has enabled us to work with Local Authorities and local football organisations, with hubs already in Sheffield, Liverpool, Sunderland, and one site in London: with construction underway for further sites in London, as well as Newcastle and Wigan.

- **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

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 - HR Coordinator



As our HR Coordinator, you'll be the first point of contact for all routine HR enquiries and will lead all our HR administration processes, including our end-to-end recruitment and onboarding processes. You'll also manage our HR Information System. As part of a small HR team, you will have the opportunity to get involved and support the HR Manager on our strategic HR projects and across a full range of HR generalist activity.

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.

LOCATION

Our office is currently based in **Paddington, London**. Like many organisations, we're currently trialling a hybrid working model as a result of COVID-19.



KEY RESPONSIBILITIES



- ✓ **Act as the first point of contact for routine HR enquiries from the Foundation's employees and external job applicants, resolving queries about HR policy or process and escalating any issues to the HR Manager or Director of Business Services as appropriate.**
- ✓ Work with managers and other members of the HR team to coordinate the Foundation's recruitment campaigns, including advising on timescales, where and when to advertise, and advert wording.
- ✓ **Manage the end to end recruitment process, including drafting recruitment documentation, posting adverts, managing the recruitment inbox, shortlisting CVs and interviewing candidates as required.**
- ✓ Manage the Foundation's onboarding processes, including drafting offer and contract paperwork, undertaking pre-employment checks, setting up new starters on our HR Information System and working with IT to set up new user accounts.
- ✓ **Arrange induction plans for new starters and conduct initial HR induction sessions.**
- ✓ Liaise with the Finance team to coordinate monthly payroll, benefits and pension administration.
- ✓ **Coordinate other HR administration processes, including Performance and Development Reviews, staff training and the management of HR records.**
- ✓ Draft formal HR correspondence and contractual paperwork as required.
- ✓ **Act as the HR lead for the Foundation's HR Information System, leading on customisation and optimisation and resolving queries and issues for employees.**
- ✓ Support the Equality, Diversity & Inclusion Lead and HR Team to deliver EDI initiatives and programming.
- ✓ **Work with our Culture Champions to identify ways to continue to improve our organisational culture.**
- ✓ Coordinate internal communications activities, liaising with the Marketing and Communications department as appropriate to plan these.
- ✓ **Support the HR Manager with HR workshops, focus groups and training sessions.**
- ✓ Assist in formal meetings (disciplinary, grievance, capability etc.) as required by the HR Manager, taking notes or minutes as appropriate.
- ✓ **Produce HR reports or analytics when required and manage the annual staff survey process.**
- ✓ Assist the HR Manager in reviewing the Foundation's suite of policies.
- ✓ **Proactively suggest improvements to HR processes and activities/initiatives to support our HR strategic projects.**
- ✓ Support the HR Manager and Director of Business Services with the development and implementation of projects as required.
- ✓ **Support the Director of Business Services with premises management and Health and Safety administration, as required.**

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 Business Services 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.**

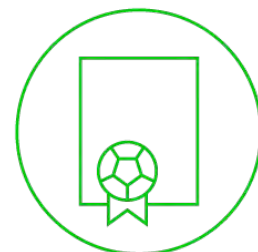


APPLICATION REQUIREMENTS



QUALIFICATIONS

- ✓ **Level 3 HR Qualification (desirable).**



ESSENTIAL KNOWLEDGE & EXPERIENCE

- ✓ **HR administration/HR generalist experience, including recruitment processes, in a busy office environment**
- ✓ Experience of providing basic HR advice to staff.
- ✓ **Experience of using HR Information Systems or databases, including entering data and running reports.**
- ✓ Experience of handling confidential and sensitive information.
- ✓ **Some knowledge of HR best practice and employment legislation.**

DESIRABLE EXPERIENCE

- ✓ Experience of promoting EDI initiatives within an organisation.
- ✓ **Some experience of payroll or benefits administration.**



ESSENTIAL SKILLS AND ABILITIES

- ✓ **A passionate supporter, committed to the Foundation's four corners and the delivery of its strategic objectives**
- ✓ A united team player, actively contributing to the team to complete tasks, meet goals and support our staff.
- ✓ **A real people person: friendly, helpful, flexible and supportive, taking pride in delivering excellent customer and administrative service.**
- ✓ Strong organisational and administrative skills, with the ability to work under pressure, multi-task and prioritise as necessary.
- ✓ **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.**
- ✓ A “can do” solutions-focused attitude, self-motivated and the ability to think about alternative solutions or approaches when needed.
- ✓ **A commitment to fair play, with an understanding of and passion for equality, diversity and inclusion.**
- ✓ 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.
- ✓ **A willingness to learn, develop and improve, and an ability to research information and present findings in an engaging but informative manner, reflecting the appropriate level of detail.**
- ✓ Flexible and adaptable and willing to support others at times when organisational priorities take precedence
- ✓ **A commitment to maintaining appropriate discretion, confidentiality of information and compliance with the Data Protection Act.**
- ✓ 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 – HR Coordinator



✓ SALARY & BENEFITS

- ✓ **The salary band for this role is £25.000 - £30.000 per year pro rated and 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

APPLICATION PROCESS



1. APPLICATION

To apply, please follow the steps outlined below:

- 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.
- 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:

Monday, 11 July 2022, 23:59

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

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

