

Business Analyst Recruitment Pack

October 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.

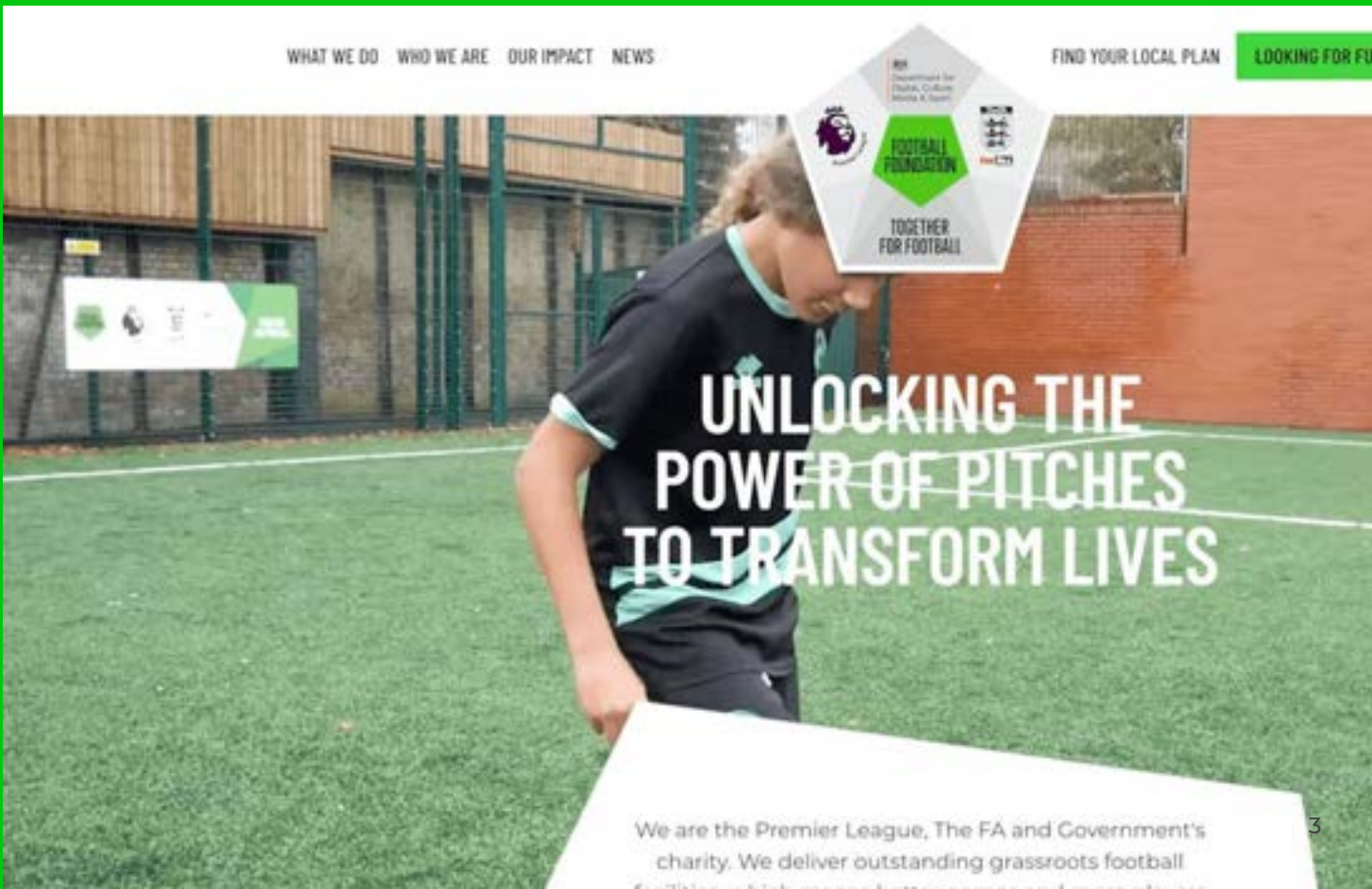
We have a great deal to get done, but why and how we do it matters too. We are striving to be an inclusive and diverse organisation which reflects the diverse communities, users and beneficiaries of our work and the outcomes we deliver. Becoming part of the Football Foundation team, will give you the 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.





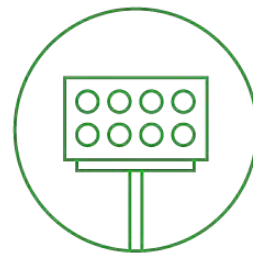
Over the last 20 years we've been planting the seeds to grow grassroots football, transforming communities where demand is greatest, and impact will be strongest.

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**

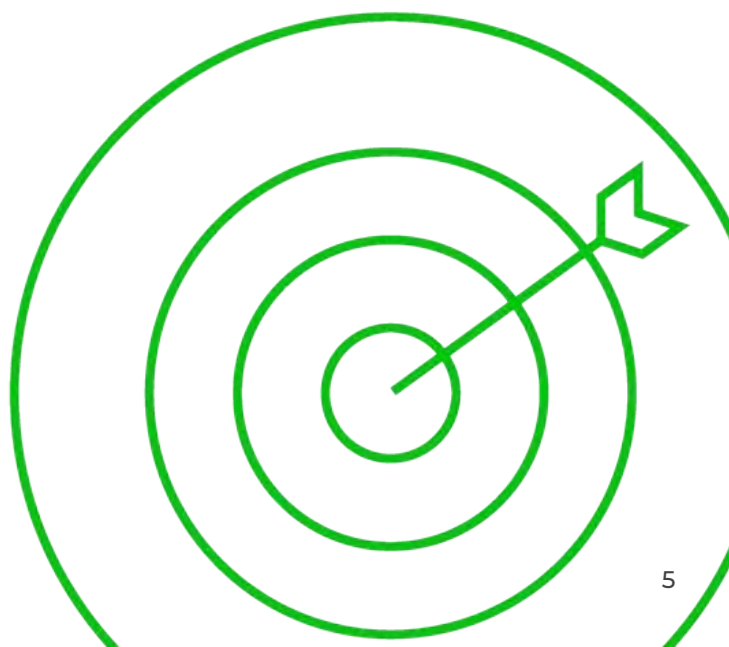
£200m investment in multi-pitch hubs has enabled us to work with Local Authorities and local football organisations, with hubs already in Sheffield, Liverpool, Sunderland, and one site in London: with construction underway for further sites in London, as well as Newcastle and Wigan.

- **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 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 - BUSINESS ANALYST



As Business Analyst, you will be responsible for gathering functional requirements and undertaking feasibility analysis, liaising with both internal and external stakeholders to ensure that the system is enabling a smooth and efficient grant application process. You will be responsible for ensuring that business requirements are accurate, prioritised effectively and contain enough detail to allow the delivery of efficient development cycles, including understanding acceptance criteria for user testing.

You will act as the interface between the development and stakeholder teams within the organisation for any new grant schemes and will ensure that the system supports the application process, enabling an optimal user journey and providing an excellent user experience for both applicants and staff.

This is an ideal opportunity for an experienced and enthusiastic business analyst who is looking to take a central position within a sport-focussed organisation and enjoys developing the skills within an organisation following the implementation of a new technology solution.

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



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- ✓ **Working collaboratively with stakeholders to understand and document key business requirements, dependencies and priorities.**
 - ✓ Dissemination of information in design documents and backlog tickets to scope out functional requirements specifications for delivery to the development team.
 - ✓ **Supporting the Project Manager to manage project activities, processes, or work packages to ensure the achievement of project deliverables.**
 - ✓ Supporting the Project Manager and development team in resource planning, capacity planning, task/story creation, refinement and effort/story-pointing.
 - ✓ **Facilitating meetings/workshops to prioritise and schedule task/story delivery.**
 - ✓ Supporting the quality assurance process by establishing key acceptance criteria and delivering improvements to user acceptance testing.
 - ✓ **Suggesting improvements for, and outlining the benefits of improvements in production processes and providing process flow documentation and implementation of a repeatable framework.**
 - ✓ Regularly reporting progress with stakeholders, including raising risks, issues and other noteworthy project items in a timely manner and supporting in resolution.
 - ✓ **Ensuring that system benefits are understood and realised at all levels.**
 - ✓ Ensuring that all information collected, utilised, and disseminated by the FF via its systems is done so according to all legislative and regulatory requirements (i.e. Data Protection Act, EU General Data Protection Regulation).

KEY RESPONSIBILITIES



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 Investment, Planning, Performance and Technology Team, and wider organisation.**
- ✓ Carry out duties and responsibilities of the post 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.**



APPLICATION REQUIREMENTS



QUALIFICATIONS

- ✓ **Degree in a relevant subject, or equivalent industry experience.**

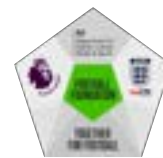


ESSENTIAL KNOWLEDGE & EXPERIENCE

- ✓ Good technical understanding of Business Analysis frameworks, value cycles, business processes, business requirements and UAT methodologies.
- ✓ **Extensive experience with the end-to-end software delivery cycle**
- ✓ Evidence of collaboratively working within Agile / Scrum teams, and experience in influencing and co-ordinating external suppliers to meet delivery commitments
- ✓ **Knowledge of Microsoft Dynamics 365, PowerApps and Power BI technologies**
- ✓ Knowledge of JIRA
- ✓ **Experience of translating business requirements into technical design, supported by development teams.**



APPLICATION REQUIREMENTS



ESSENTIAL SKILLS AND ABILITIES

- ✓ **Ability to critically evaluate business requirements, assess business value and challenge the status quo to deliver better outcomes.**
- ✓ Proven ability in business analysis methodologies and techniques.
- ✓ **Exceptional interpersonal and stakeholder management skills; able to communicate technical matters, both verbally and in writing, to non-technical people.**
- ✓ Strong time and capacity management skills; able to work across the organisation on multiple projects simultaneously, managing expectations and prioritising workloads.
- ✓ **A demonstrable ability to use your analytical skills to breakdown the problem/solution into epics and write user stories or tasks for the team to build and test.**
- ✓ Strong project management and organisational skills, with the ability to prioritise a varied workload balancing important tasks with urgent demands.
- ✓ **A passionate supporter, committed to the Foundation's four corners and the delivery of its strategic objectives**
- ✓ Good problem solver, able to use your own initiative and expertise to develop innovative and creative solutions as required.
- ✓ **Exceptional IT skills, including SQL and Office 365, with advanced knowledge and expertise in MS Excel, VBA and PowerBI, and the appropriate level of IT competencies to learn new software.**
- ✓ A united team player, actively contributing to the team to complete tasks and meet goals, operating as a centralised support service.
- ✓ **A star performer, striving for excellence and committed to self-development to support the growth of the Football Foundation and requirements of the role.**
- ✓ The ability to develop and sustain a level of professionalism at all times among team members, key contacts and stakeholders.
- ✓ **Flexible and adaptable and willing to support others at times when organisational priorities take precedence.**
- ✓ A commitment to fair play, with an understanding of and passion for equality, diversity, and inclusion.



APPLICATION OFFER – DATA ANALYST



SALARY & BENEFITS

- **The salary band for this role is £40,000 to £45,000 per annum (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.

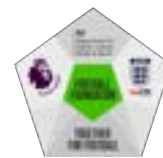
To ensure we have the best chance of tackling inequalities through our work, we are determined to be an inclusive and diverse organisation that understands the communities we serve.



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:

- 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.

Closing date for applications:

Wednesday 30 November 2022, 12:00

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

