

Delivery Manager Recruitment Pack

July 2026



INTRODUCTION FROM OUR CEO

Thank you so much for taking the time to find out more about the Football Foundation. I'm 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 the Government through 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 support from our funding partners, 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're striving to be an inclusive and diverse organisation that understands and makes a positive impact to the communities we serve. Becoming part of the Football Foundation team will give you the chance to help transform lives and communities through great places to play; and to be part of a supportive and inclusive team that is united in its ambition and plays fair to achieve its goals.

I hope you take the time to apply.

Robert Sullivan, Chief Executive Officer



The Premier League, The FA and Government's Football Foundation is a unique charity partnership, bringing together public and private investment to harness the power of football to engage communities and provide grant giving expertise.



Over the last 25 years, the Foundation has awarded more than 75,000 grants worth more than £1.3 billion to deliver the grassroots facilities that every community across the country needs and deserves.

As the biggest sport charity in the country, we're a unique partnership between key football partners with a shared goal – ensuring every community in England has a great place to play.

We're incredibly proud of the difference we've made to grassroots sport up and down the country since we started our journey, but we're not slowing down any time soon.



OUR GAME-CHANGING STRATEGY



High quality football and community sports facilities are vital. Inspiring and inclusive, they offer a home for all. A great place to play transforms the health and life chances of individuals and builds stronger communities. They give people a place in which to take pride and to feel they belong.

Our 5-year strategic plan is set by the Board of Trustees and the executive team, guiding our long-term goals, objectives, and the path to achieving them.

Why We Exist

To support healthier lives and stronger communities.

What We Do

Deliver pitches in the places where football is needed the most and where we can make the greatest social impact on communities.

How

Every community has a great place to play.

Our 5-year Gamechangers

Lead with 3G

Focus on building new and improved 3G pitches

Prioritise place

Deliver 3G projects identified by our Local Football Facility Plans in areas of high priority, defined by Sport England's Place Partnership Areas

Back our clubs

Prioritise sustainable facilities that support community clubs

Support women and girls

Meet the needs of the growing Women and Girls' game

Know our pitches

Know all our pitches and support them to achieve the intended impact

EQUITY, DIVERSITY AND INCLUSION



We genuinely believe that by having a diverse workforce, we'll be more productive, make better decisions and gain a better understanding of the communities we serve.

In 2026, we proudly launched '[Together for Football](#)' our second EDI strategy. This strategy outlines our ambitions and commitments to increasing our diversity, and the tactics we plan to use to help make the Foundation more inclusive. The initiatives and actions we've committed to are designed to help us better serve communities across England.

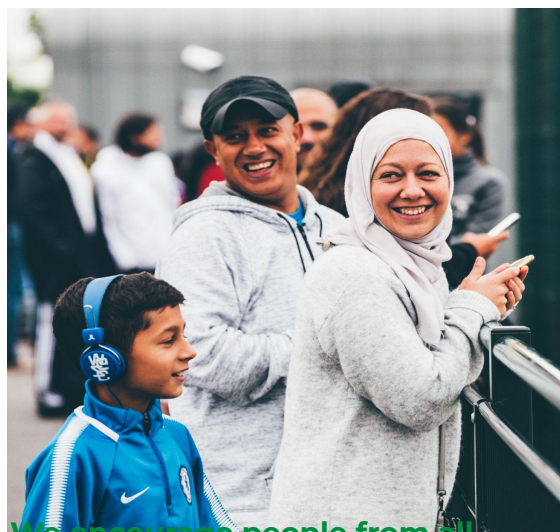
When you apply for a job with us, we'll ask you to fill in an equality opportunities form. Your answers will be kept strictly confidential at all times and will not be used to identify you as an individual. The data collected from this form helps us to identify any disproportionate outcomes for applicants and will help inform future recruitment campaigns and strategies.

At the Foundation we want inclusion to be an everyday reality. For this to be the case, we need all our teammates to play their part in bringing our commitments and values to life. We're looking for applicants who share our passion for inclusion and who will support our aim of 'unlocking the power of the pitch, to transform lives and strengthen communities'.

Together for football.



Our aim is to invest in and develop facilities which feel safe, welcoming, inclusive; facilities that attract diverse communities and promote a sense of belonging.



We encourage people from all communities and backgrounds to apply for our jobs.

We particularly welcome applications from sections of the community which are currently underrepresented within the team, including applicants from Black, Asian and Minority Ethnic communities. Women, disabled people and LGBTQ+ people.

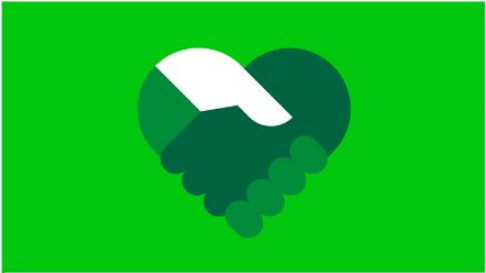
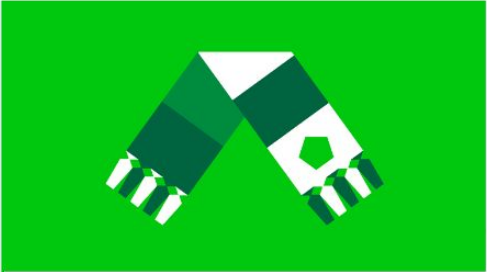
Our aim is to ensure our processes are equitable for candidates with disabilities, and we're committed to considering all possible adjustments to our recruitment process.

Please get in touch to discuss any adjustments you would like us to consider:

jobs@footballfoundation.org.uk

OUR CORNER VALUES

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'll 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 PASSIONATE SUPPORTERS

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 A UNITED TEAM

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've 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.



15,000

Improved grass pitches in the past 25 years



1,300

New 3G pitches in the past 25 years



1,700

New changing pavilions in the past 25 years

LOCATION

While your normal place of work will be your home address, you will be required to work at and travel to other locations, including sites and facilities, as is necessary to fulfil the duties and responsibilities of your role. You will also be required to attend our head office at Wembley Stadium, South Way, London, HA9 0WS from time to time. This includes attendance at all-team Squad Meet-Ups and and for any other business need.

THE ROLE - DELIVERY MANAGER



The Delivery Manager will act as the Football Foundation's (Foundation) focal point for proactive project delivery, from inception to completion of facility construction within the end-to-end process, across a designated geographical region. This includes all types of priority projects that have been indicated within Local Football Facility Plans (LFFPs) – 3G FTPs, changing facilities, grass pitches and PlayZone facilities – including Hub sites, where appropriate.

By thinking strategically and adopting a proactive, enthusiastic approach, the Delivery Manager will activate 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.

Post-application, the Delivery Manager is responsible for producing a clear, insightful assessment report covering predicted outcomes, business planning, and sustainability. Post grant award, they will work alongside the Support & Impact Team to transition the project into the Foundation's post award function.

The Foundation is committed to improving the environmental sustainability of the facilities it invests in. Delivery Managers support this commitment by ensuring sustainability principles are considered within the activation of projects, encouraging place-based investment that makes best use of existing assets, and working with partners to identify opportunities that deliver long-term environmental, community, and financial benefits.

We are currently recruiting Delivery Managers to cover designated geographical regions across the North of England and the South/South East of England. Successful candidates must be able to travel across the region as required and maintain a regular presence within it.

You don't need to follow football or have a detailed knowledge of how to improve grass pitches 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 RESPONSIBILITIES



- ✓ **Lead activation of LFFPs to develop a strong pipeline of impactful projects.** Engage key partners to ensure alignment with Foundation priorities, strong community outcomes, and value for money.
- ✓ **Provide expert advice and support to prospective applicants** to help shape strong, compliant proposals that meet the Foundation's strategic objectives and reflect local needs.
- ✓ **Oversee community engagement** to ensure the voices of underrepresented and priority groups are built into project design, making facilities inclusive and accessible from the outset.
- ✓ **Secure partnership funding** through negotiation with applicants, local authorities, and funders, maximising investment and strengthening each project's financial case.
- ✓ **Work with Foundation Technical Project Managers (TPMs)** to align technical development with strategic and community goals, ensuring feasibility and delivery timelines support long-term sustainability.
- ✓ **Support the Foundation's environmental sustainability objectives** by encouraging strategic investment that makes efficient use of existing facilities, promotes sustainable approaches to facility development and refurbishment, and considers whole-life environmental, community, and financial benefits when identifying investment priorities.
- ✓ **Produce concise, insightful assessment reports** that clearly outline project strengths, risks, financials, and recommendations for decision-makers, including any conditions of grants.
- ✓ **Take part in peer reviews and present applications to the Foundation's Grants Panel**, offering and receiving constructive feedback to strengthen final submissions.
- ✓ **Keep accurate project records in the Foundation Grant Management System**, providing visibility of progress, risks, and contributions across the pipeline.
- ✓ **Transition funded projects into the Foundation's post award phase**, via attendance at pre-opening meetings working alongside Support & Impact Managers
- ✓ **Support County FAs and stakeholders** in local authority consultation and planning processes, helping protect football facilities and ensure mitigation where needed.
- ✓ **Act as relationship manager** for designated Pro-club Community Organisations, ensuring their needs are reflected in local projects as operators or users.
- ✓ **Engage with a range of other key stakeholders** including other sports' national governing body (NGBs) and Active Partnerships to ensure strategic alignment of the projects developed.
- ✓ **The ability to travel extensively to sites and facilities** as required - including regular travel to the Foundation office at Wembley Stadium, London - is an essential part of the role.



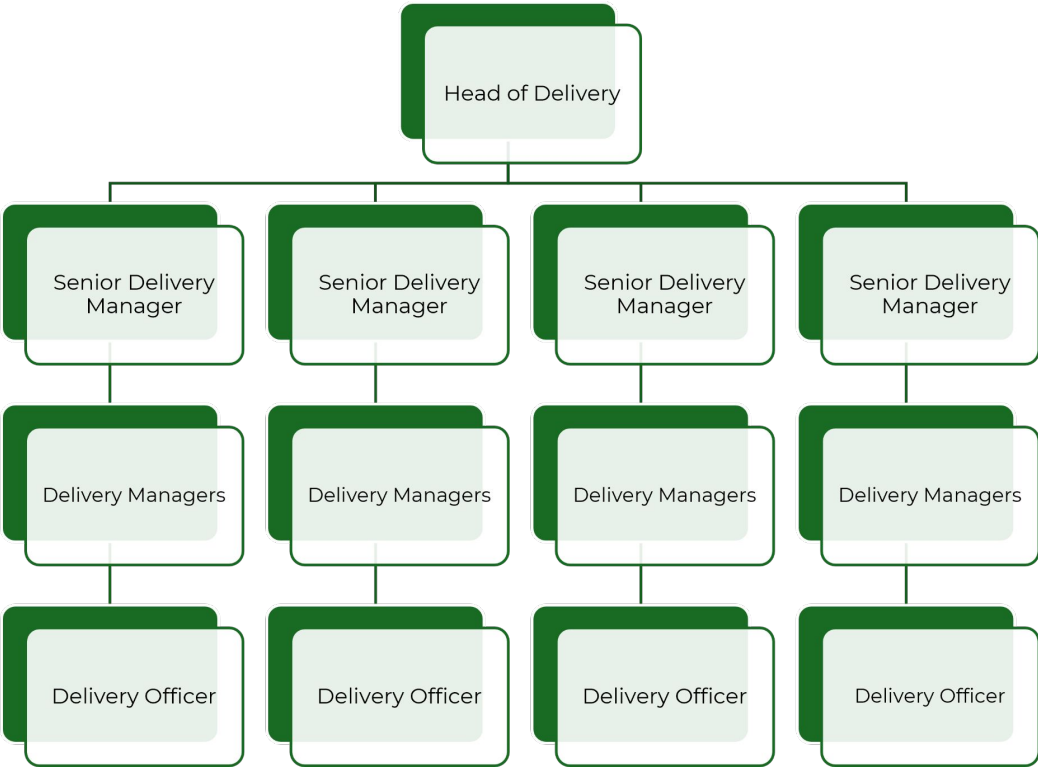
OTHER ACTIVITY:



- ✓ 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, never forgetting that teamwork is at the heart of what we do.
- ✓ **Carry out duties and responsibilities of the post in accordance with Foundation policies, including our commitments to sustainability, environmental responsibility and continuous improvement.**
- ✓ Ensure compliance with data protection in all matters.
- ✓ **Uphold our ‘Four Corners’ (our company values).**
- ✓ Demonstrate a commitment to the principles and values of equality, equity, diversity and inclusion.
- ✓ **A willingness to travel extensively across the country, as necessary, including regular travel to the Foundation office at Wembley Stadium, London, is an essential part of the role.**

We expect all our teammates to demonstrate a commitment to:

- **Fair play**, with a commitment to the principles and values of equality, equity, diversity and inclusion.
- Self-development - being a **star performer**, supporting the growth of the business and requirements of the role.
- Being a **united team player** - actively contributing to the wider team to complete tasks, meet goals, and help deliver the greatest impact wherever it's needed the most.
- The Foundation's Four Corners and **passionately supporting** the delivery of the Foundation's strategic objectives.



APPLICATION REQUIREMENTS



QUALIFICATIONS

- ✓ No specific qualifications are required, but candidates must have demonstrated experience in grant assessment, programme management, or a related field.
- ✓ **Delivery Managers must hold a current and valid driving licence and have access to their own vehicle to carry out the role requirements. The vehicle must comply with road traffic law, be in a safe and roadworthy condition, and be fit for purpose. The vehicle must also be insured for business use.**



KNOWLEDGE & EXPERIENCE

ESSENTIAL:

- ✓ **Grant assessment or programme management** – Strong experience in evaluating and managing grant applications and programme funding, preferably in the sports or non-profit sector, with a strong understanding of the entire grant cycle.
- ✓ **Reducing inequalities** – Demonstrated experience supporting initiatives that promote equality, diversity and inclusion, with an understanding of barriers to participation and ensuring the voices of underrepresented groups are embedded into project design and delivery.
- ✓ **Community & stakeholder engagement** – Strong experience in engaging and working with diverse community groups, local authorities, and sporting bodies to ensure projects reflect the needs of target audiences and promote inclusivity.
- ✓ **Analysing project feasibility and financial viability** – Experienced in assessing the practicality and sustainability of projects, including reviewing financial plans, budgets, and long-term impact, while identifying potential risks or financial instability.
- ✓ **Report writing and communication** – Experienced in producing high-quality, robust reports for decision-makers and communicating complex issues with clarity.
- ✓ **Presenter and advocate** - Confident presenting to panels or committees, with the ability to build trust and support for project proposals.
- ✓ **Facility & infrastructure development** – Understanding of sports facility planning, development, and investment, with experience in identifying, assessing, and delivering high-impact projects that align with strategic priorities.
- ✓ **Stakeholder & remote coordination** – Experienced in managing key relationships and coordinating work remotely through digital tools and clear communication.
- ✓ **Sports development expertise** – Excellent understanding of sports development, sustainable facility operations, and financial management, with hands-on experience in advisory roles within the sector.
- ✓ **Grassroots football & community needs** – Astute knowledge and awareness of the challenges faced by grassroots clubs and voluntary organisations, ensuring project support is relevant and impactful.
- ✓ **Local Authority engagement** – Sound knowledge and understanding of how local authorities operate, their role in facility development, and how to effectively influence their involvement.
- ✓ **Sustainable development** – Knowledge of, or an interest in, sustainable development, environmental good practice or the delivery of more sustainable community sports facilities.

KNOWLEDGE & EXPERIENCE

DESIRABLE:

- ✓ **Project management application** – Practical and working knowledge of various project management techniques, applied flexibly to dynamic and evolving programmes.
- ✓ **Securing diverse funding** – Experience of securing funding from multiple sources and aligning project outcomes with funder requirements.
- ✓ **Funding frameworks and compliance** – Familiarity with funding models, eligibility criteria, and compliance requirements specific to the sports sector, including regulations and industry standards.
- ✓ **Assessment & review of applications** – Strong understanding of funding application assessment processes, with experience in conducting peer reviews, ensuring consistency, and making well-informed recommendations to decision-makers.

SKILLS AND ABILITIES

ESSENTIAL:

- ✓ **Project delivery:** Ability to manage and deliver multiple facility projects from inception to completion, ensuring alignment with strategic goals and investment priorities.
- ✓ **Analytical thinking:** Strong analytical skills with the ability to assess project information, identify risks, and support evidence-based decision-making.
- ✓ **Organisational skills:** Excellent planning and organisational abilities, with the capacity to coordinate concurrent activities, manage competing demands, and meet tight deadlines.
- ✓ **Communication:** Clear and confident written and verbal communicator, with the ability to engage a range of stakeholders and represent the Foundation professionally.
- ✓ **Collaborative working:** Strong team player with the ability to work independently, contribute to shared goals, and support a positive team culture.
- ✓ **Decision-making:** Demonstrates sound judgment in complex or time-sensitive situations, balancing relevant information, stakeholder input, and strategic priorities.
- ✓ **Creative problem solving:** Develops practical, innovative solutions to improve performance and achieve positive outcomes.
- ✓ **Risk management:** Proactive in identifying risks, with a strong commitment to ensuring compliance with internal policies and external funding conditions.
- ✓ **Digitally confident:** Proficiency across a range of digital tools and platforms, including Microsoft 365 applications.

DESIRABLE:

- ✓ **Negotiation & influence:** Ability to build credibility and influence partners and stakeholders to secure positive outcomes and co-investment.
- ✓ **Sector knowledge:** Awareness of the sports development landscape, including funding programmes, community needs, and best practices in facility development.

APPLICATION OFFER – DELIVERY MANAGER



SALARY & BENEFITS

- ✓ **Salary range: £40,000 to £46,000 per annum**
- ✓ **25 days annual leave plus bank holidays**
- ✓ A **generous pension scheme** (8% employer contribution), **free healthcare provision, a monthly gym subsidy, death in service benefit, free match tickets** and **access to selected events at Wembley**
- ✓ 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 teammates in your direct team about processes and practices.**



APPLICATION PROCESS



1. APPLICATION

To apply, please follow the steps outlined below:

1. Please apply directly on our [website](#) by uploading the following:

- **CV**
- **Cover letter** highlighting your motivation for the post and indicating how your skills and experience meet the criteria for the role (no more than one page of A4).

Closing date for applications: 23rd August 2026, midnight

We appreciate the time and effort that every applicant invests in applying to join us. Due to the high volume of applications we receive, we are only able to contact candidates who are shortlisted for interview. If you have not heard from us within two weeks of the closing date, please assume that your application has not been successful on this occasion.

We aim to provide feedback to shortlisted candidates who are unsuccessful at interview. Unfortunately, due to the number of applications received, we are unable to provide individual feedback to applicants who are not shortlisted for interview. We thank you for your interest in the Football Foundation and wish you every success in your future career.

2. SELECTION

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 online interview.

Virtual interviews will be held 1/2/3 September, with in-person interviews held week commencing 7th September.

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.

Successful candidates will also be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

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 Talos - our application platform - 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.



Further information



If you have any further questions about our recruitment process or if you need any adjustments please get in touch with our HR team:

jobs@footballfoundation.org.uk



For more information, please email:
jobs@footballfoundation.org.uk

