

Facilities Planning 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.





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.

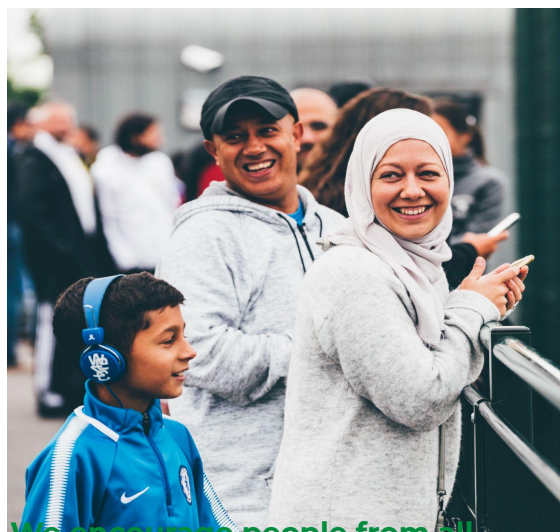
When you apply for a job with us, we'll ask you to fill in an equality opportunities form. Your answers will be kept strictly confidential at all times and will not be used to identify you as an individual. The data collected from this form helps us to identify any disproportionate outcomes for applicants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

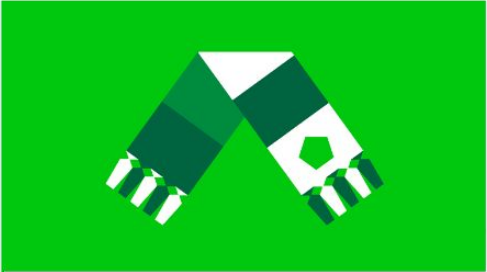
Our aim is to ensure our processes are equitable for candidates with disabilities, and we're committed to considering all possible adjustments to our recruitment process.

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, some business travel will be required to fulfil the duties and responsibilities of the 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 for any other business need.

THE ROLE - FACILITIES PLANNING MANAGER



Facility Planning Managers (FPMs) lead the delivery and ongoing maintenance of Local Football Facility Plans (LFFPs) and the rollout of Local Community Sports Facility Plans (LCSFPs) in a defined region. Building on the success of the LFFPs, LCSFPs are a new Government initiative to develop strategic community sports investment plans for every local authority area in England. Working collaboratively with local authorities, Sport England, County FAs, National Governing Bodies (NGBs), Active Partnerships and other stakeholders, the role develops robust evidence-based plans that identify local need, inform investment priorities and create a sustainable pipeline of projects.

The role also provides specialist planning advice, supporting Playing Pitch Strategies, planning consultations and wider planning policy to help protect and enhance sports facilities and maximise opportunities for investment.

Operating across a defined region: The Facilities Planning Managers build strong partnerships, influence strategic decision-making and ensure that local planning and investment align with national priorities and deliver lasting benefits for communities.

The Football Foundation is committed to improving the environmental sustainability of the facilities it invests in. Facilities Planning Managers support this commitment by ensuring sustainability principles are considered within strategic planning, 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.

Whilst the role is home based for the majority of the time, the Facility Planning Managers will operate within a defined region, and a flexible, adaptable approach will be required to respond to business priorities and peaks in demand. Some business travel may be required from time to time.

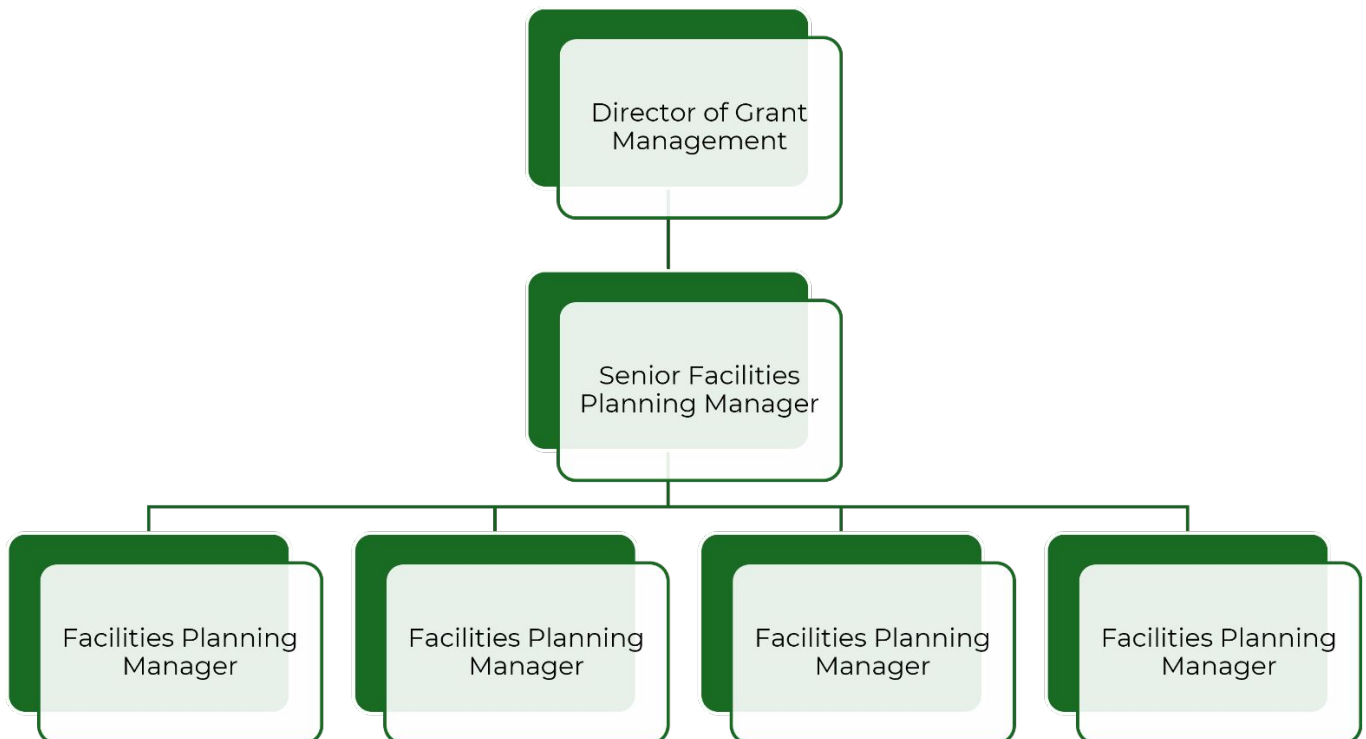
You don't need to follow football or have a detailed knowledge of how to improve grass pitches to apply, but it is expected that you appreciate the power of sport to change lives and have a genuine interest in using your skills and experience to help the Foundation achieve our charitable and strategic objectives.



KEY OBJECTIVES



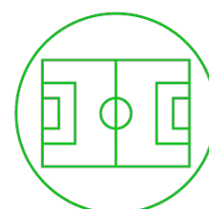
- ✓ **Lead the end-to-end delivery of Local Football Facility Plans and Local Community Sports Facility Plans across an allocated defined region, ensuring plans are evidence-based, investment-focused and delivered to agreed quality standards.**
- ✓ Ensure plans are informed by robust insight, stakeholder engagement and national investment priorities.
- ✓ **Develop a sustainable pipeline of investable projects.**
- ✓ Provide specialist advice through planning consultations (e.g. MOU responses with Sport England) and Playing Pitch Strategies to help protect and enhance sports facilities and influence wider place-making.
- ✓ **Build effective partnerships with local authorities, Sport England, County FAs, NGBs and Active Partnerships.**



KEY RESPONSIBILITIES



- ✓ Lead the delivery programme for Local Football Facility Plans and Local Community Sports Facility Plans across an allocated geographical area, ensuring plans are delivered to agreed methodologies, timescales, quality standards and strategic objectives.
- ✓ **Manage a regional portfolio of facility planning activity, overseeing plan development, implementation milestones, risks, dependencies and priorities, and ensuring progress is effectively monitored and reported.**
- ✓ Develop and maintain a robust evidence base by gathering, analysing and interpreting relevant facility, participation, demographic, socio-economic and place-based data to identify current and future infrastructure needs.
- ✓ **Build and sustain effective relationships with local authorities, County Football Associations, Sport England, National Governing Bodies, Active Partnerships and other relevant stakeholders, acting as a trusted advisor on facility planning matters.**
- ✓ Identify, develop and maintain a pipeline of strategic investment opportunities and projects, supporting partners to move projects from concept through planning and into future investment consideration.
- ✓ **Provide specialist facility planning advice and technical input to support Playing Pitch Strategies, Local Plans, planning consultations, infrastructure strategies and other relevant planning processes.**
- ✓ Contribute to planning consultation responses, including work undertaken through national and local partnership arrangements, helping to protect existing provision, improve facility infrastructure and secure opportunities for future investment.
- ✓ **Influence local, regional and national decision-making by ensuring facility planning priorities are reflected within wider place-based agendas, including regeneration, health, physical activity, education and community development initiatives.**
- ✓ Promote a place-based and multi-sport approach to investment planning, working collaboratively with partners to maximise community benefit, reduce duplication and optimise the use of existing assets.
- ✓ **Support the integration of environmental sustainability principles within facility planning activity, encouraging solutions that improve environmental performance, enhance resilience and deliver long-term social and financial value.**
- ✓ Monitor emerging policy, legislation, planning frameworks and sector developments, assessing their implications and incorporating relevant changes into planning activity and strategic recommendations.
- ✓ **Prepare and present reports, plans, recommendations and briefings for internal stakeholders, partners and governance groups, communicating complex information clearly and effectively.**
- ✓ Work collaboratively with team members across the Foundation and partner organisations, contributing specialist expertise to national programmes, projects and strategic initiatives.
- ✓ **Share best practice across geographical regions, supporting consistency of approach and continuous improvement to planning methodologies, while responding to local priorities and circumstances as required.**



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.

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 should be able to demonstrate knowledge and experience in the relevant areas as set out below.
- ✓ **As the role will require some business travel, it is desirable that successful candidates hold a current and valid driving licence and have access to a vehicle that is roadworthy, meets all legal requirements, is appropriately insured, and is suitable for business use.**



KNOWLEDGE & EXPERIENCE

ESSENTIAL:

- ✓ A sound understanding of the strategic planning, development and investment of community sports facilities, and the contribution they make to increasing participation, strengthening communities and delivering wider social outcomes.
- ✓ **Knowledge of the methodologies, principles and evidence frameworks used to assess current and future sports facility needs, identify priorities and inform investment decisions.**
- ✓ Knowledge of planning policy and the planning system, including Local Plans, Playing Pitch Strategies, developer contributions and mechanisms used to protect, enhance and secure sports facility provision.
- ✓ **Understanding of place-based planning principles and how strategic investment decisions are informed through data, evidence, consultation and local need.**
- ✓ Understanding of partnership working within complex stakeholder environments and the factors that influence effective collaboration across multiple organisations and sectors.
- ✓ **Experience of developing, interpreting or applying evidence and data to support strategic decision-making, investment planning or infrastructure development.**
- ✓ Understanding of the policy landscape influencing community sport, physical activity and facility investment at local, regional and national level.
- ✓ **Knowledge of governance, consultation and decision-making processes that support the development and implementation of strategic plans.**

DESIRABLE:

- ✓ Understanding of Local Authority structures, functions and decision-making processes, particularly in relation to planning, regeneration, leisure, public health and community development.
- ✓ **Understanding of the priorities, operating models and investment approaches of Sport England, National Governing Bodies, Active Partnerships and other relevant sector organisations.**
- ✓ Knowledge of environmental sustainability principles and their application within sports facility planning, investment and asset development.
- ✓ **Understanding of the contribution that community sports facilities make towards wider policy objectives, including health improvement, social inclusion, education, regeneration, economic growth and environmental sustainability.**
- ✓ Awareness of emerging trends, challenges and opportunities affecting community sports infrastructure and participation.

SKILLS AND ABILITIES

ESSENTIAL:

- ✓ **Strategic thinking:** Ability to interpret complex information, identify long-term priorities and translate evidence, policy and local insight into clear strategic recommendations and investment priorities.
- ✓ **Communication:** Excellent written, verbal and presentation skills, with the ability to communicate complex technical information clearly and adapt messages for different audiences.
- ✓ **Partnership working:** Ability to develop and sustain collaborative partnerships across organisations, sectors and professional disciplines to achieve shared objectives and maximise impact.
- ✓ **Analytical and evidence-based decision making:** Ability to gather, interpret and evaluate complex information and data, and use evidence to develop robust recommendations and solutions.
- ✓ **Facilitation and consensus building:** Ability to lead workshops, steering groups and stakeholder discussions, bringing together differing perspectives and building agreement around shared priorities and outcomes.
- ✓ **Planning and programme management:** Ability to manage a portfolio of work, balancing multiple priorities, deadlines and stakeholders while maintaining quality and delivering results.
- ✓ **Problem solving:** Ability to identify issues, assess risks, evaluate options and develop practical solutions within complex environments.
- ✓ **Quality and attention to detail:** Ability to produce accurate, evidence-based and high-quality outputs, ensuring recommendations and plans are robust.
- ✓ **Adaptability:** Ability to respond positively to changing priorities, emerging challenges and new opportunities while maintaining focus on delivery and outcomes.
- ✓ **Collaborative working:** A team-oriented approach, demonstrating a willingness to share knowledge, support teammates and contribute to organisational success while working effectively independently.
- ✓ **Values-led:** Demonstrates commitment to the Foundation's values, purpose and strategic objectives, acting with integrity, accountability and a strong focus on community impact.

DESIRABLE:

- ✓ **Continuous improvement:** Committed to self-development to support the growth of the business and requirements of the role, seeking opportunities to improve processes, methodologies and ways of working.
- ✓ **Environmental awareness:** Ability to consider environmental sustainability within planning and investment decisions and identify opportunities to support long-term sustainable outcomes.

While we will be looking to applicants to demonstrate how they meet the essential criteria for the role, we recognise that some candidates may not be able to meet every requirement. We welcome applications from candidates whose skills and experience are a strong match for the role and who can demonstrate a commitment to developing in any areas where they have less experience. Appropriate training and support will be provided where required.

APPLICATION OFFER – FACILITIES PLANNING 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

