

Grant Support Manager Recruitment Pack

July 2024



INTRODUCTION FROM OUR CEO

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 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 are 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.

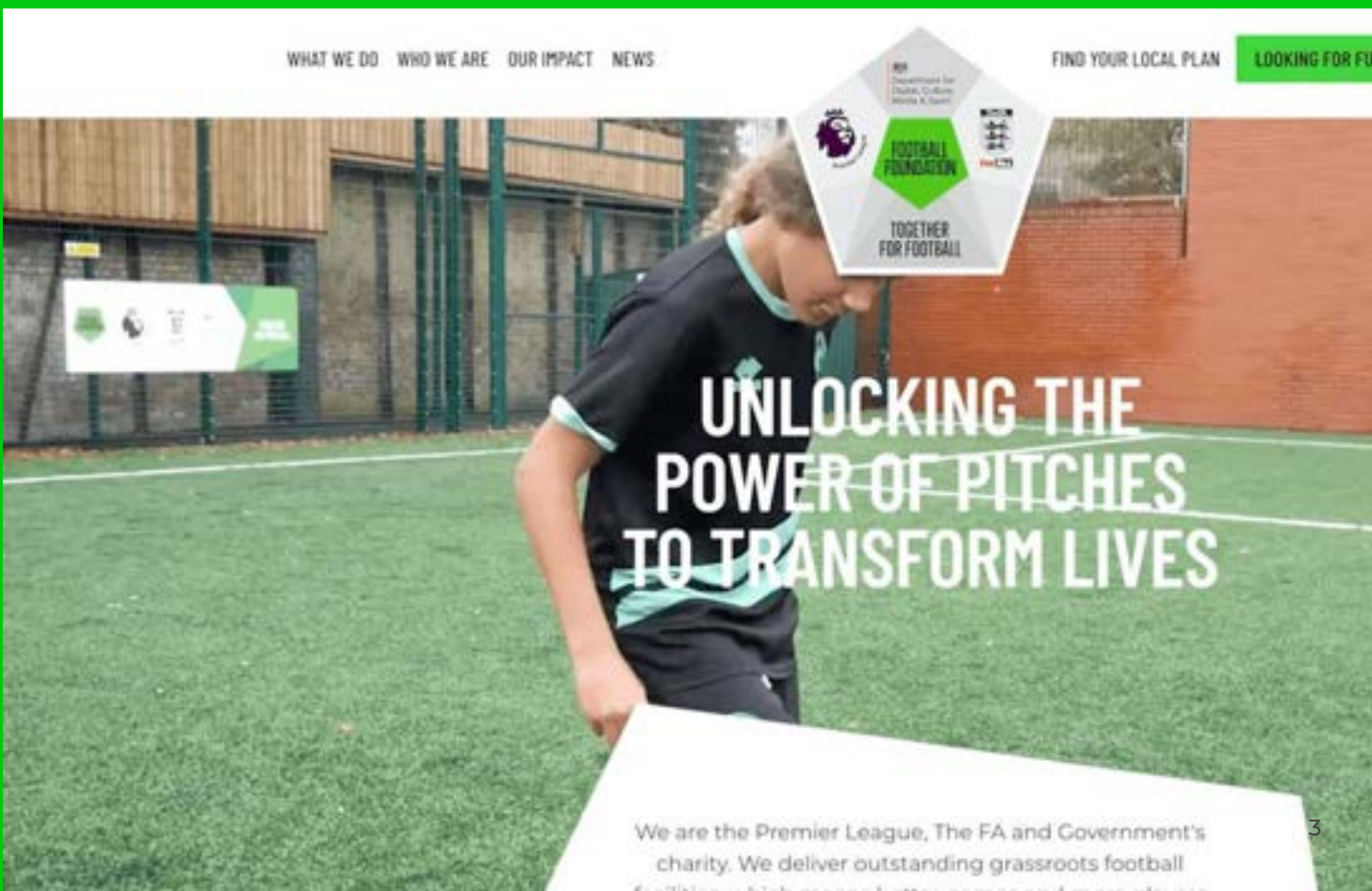
I hope you take the time to apply.

Robert Sullivan, Chief Executive Officer





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.



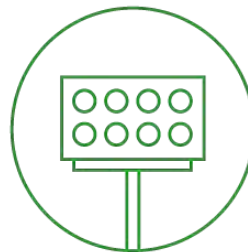
Over the last 22 years, the Foundation has awarded more than 23,000 grants to deliver outstanding grassroots facilities across England worth more than £877 million. This year, the Foundation will be investing more money than ever into facilities across England and is committed to improving the experience of playing football for everyone.

The Foundation's goal is to unlock the power of pitches ensuring everyone has a great place to play regardless of gender, race, disability or place.



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 Foundation's goal is to unlock the power of pitches ensuring everyone has a great place to play regardless of gender, race, disability or place. The approach to achieve our goals includes:

- **Local Football Facility Plans**
In order to achieve our ambition and in partnership with local authorities, County FAs and other community stakeholders, the Foundation has created Local Football Facility Plans for every local authority in England. These Plans act as a blueprint for providing the grassroots football facility improvements that each community needs and deserves across the country.
- **Grass Pitch Improvement Programme**
We're 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.
- **PlayZones**
We have an ambition to deliver over 240 new or improved PlayZones 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 two sites in London: with construction underway for further sites in Portsmouth and Derby.

- **3G Football Turf Pitches**
In our 2023 financial year, we opened 53 new floodlit 3G Football Turf Pitches guaranteeing access to hundreds of thousands of people across the country, no matter the weather. Our goal is to install 1,000 more 3Gs over the next 10 years.
- **Changing Room Pavilions**
We constructed and refurbished over 70 pavilions in our financial year 2023, 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're committing to 1,000 new pavilions over the next 10 years.



**Premier League
Stadium
Fund**

- **The Premier League Stadium Fund**
The Premier League Stadium Fund is a registered company that acts as an agent for the Premier League in awarding capital grants to clubs to support improvement of their stadium facilities for players, supporters and officials. Funding is available to clubs who play in Steps 1 to 6 of the National League System, Tiers 1 to 4 of the Women's Football Pyramid and clubs promoted into the English Football League. Employees of the Football Foundation have joint employment contracts with the Premier League Stadium Fund.

EQUALITY, DIVERSITY AND INCLUSION



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

In 2023, we proudly launched '[Together for Football](#)' our 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 have 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 are 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 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 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.

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

Please get in touch to discuss any adjustments you may need:

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 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 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 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.



1,000

3G football turf pitches delivered



1,300

Changing room pavilions delivered



12,000

Natural grass pitches delivered

LOCATION

Following a successful trial, we have recently introduced a hybrid working model which we call One+, which is designed so that we can collaborate, connect, and create a positive culture together. Under One+, we ask everyone to come into the office on Mondays, plus any other days we require, driven by business needs. This usually averages out at twice per week (including Mondays). We also hold quarterly two-day organisation-wide get-togethers, which we call Squad Meet-Ups. These are in addition to regular office attendance. The rest of the time we all have the flexibility to choose to work from home if we aren't needed in the office in person.

THE ROLE - GRANT SUPPORT MANAGER



The Premier League (PL), The FA and the Government, through Sport England (SE) came together with the ambition to distribute capital funding that transforms the landscape of grassroots facilities across England. The Football Foundation (Foundation) is the responsible delivery partner for this funding.

This ambition has been segmented into local priorities through the development of 318 'Local Football Facilities Plans' (LFFPs). These plans articulate the needs of football across every Local Authority area. Using this insight, the Funding Partners have agreed the 'Investment Priorities' for the period through to 2025, therefore providing clear strategic direction for the type, scale, and location of projects to be delivered.

The Grant Support Manager (GSM) leads a team of Grant Support Executives (GSEs) who provide critical support to the Grant Management Team, wider organisation and grant applicants, across all grant programmes. They form part of a pro-active, flexible team, that will be deployed to provide support wherever it's needed.

This support will primarily be in three clear areas: administrative support across the organisation; administrative needs of the Grant Management Team, grant applicants and funded projects; and undertaking assessment of capital and revenue grants.

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



To oversee scheduling, work demands and the workflow of the Grant Support Executive Team, ensuring the team can competently deliver on the wide variety of tasks and responsibilities that come their way, and always pitching in to help with delivery when needed. The aim is to have a pool of expertise in the Grant Support area, ensuring a responsive, flexible and agile approach to business demands.

✓ Provide line management to GSEs and support the Head of Grant Assessment and Senior Grant Assessment Manager in creating a positive working environment in which team members can do their best, developing an effective, high-performing team.

✓ **Liaising with the internal Delivery and Technical Teams, co-ordinate and prepare Football Foundation Grants Panel (FFGP) assessment reports for presentation to FFGP and where needed, support the EA/Business Support Manager and Board and Panel Secretary to ensure the wider Board and Panel cycle operates effectively and efficiently, with all papers produced and distributed in line with Terms of Reference.**

✓ Develop a detailed understanding of criteria, process and policy related to all 'reactive' FF and PLSF funds – both capital and revenue.

✓ **Ensure all submitted applications as allocated by the GSM, are critiqued and assessed appropriately by Grant Support Executive Team for compliance with fund criteria, best practice and ability to deliver anticipated outcomes.**

✓ Making sure Grant Support Executive Team compile assessment reports which concisely articulates the merits and risks associated with assessed applications and provides decision-makers with the key information to quickly make robust investment decisions.

✓ **React to the requirements of the business, and, importantly, ensure a high-level of customer service is provided at all times. As this is a centralised function, GSEs will be asked to assess a variety of application types, across all areas of the country.**

✓ Responsible for co-ordinating and managing delivery of projects allocated to their direct line reports. This includes assuming responsibility for line management and mentoring.

✓ **Leading the direction and delivery of the team's core work, ensuring all responsibilities are delivered on time and to a high standard, while maintaining the flexibility to adapt to shifting priorities.**

✓ Ensuring resources are appropriately utilised for the volume of work and business demands, and, where appropriate, ensuring rotas and workplans are created so work is spread equally across the team.

✓ **Supporting the Grant Support Executives Team with assessments and claims as and when required to help maintain a suitable workload across the team.**

✓ Keeping a close eye on progress against deadlines and shifting priorities, responding accordingly and highlighting risks to the Head of Grant Assessment.

KEY RESPONSIBILITIES Cont.



✓ **Liaising with all areas of the Grant Management Team and other departments across the Foundation to ensure there's a clear understanding of current and upcoming demands; and subsequently, manage expectations around workflow and deliverables.**

✓ Building relationships with key internal and external stakeholders, ensuring communication within and across departments is robust.

✓ **Ensuring systems and processes are in place to cover core areas of work, for example applications for the Small Grants Programme. Work with the team to regularly review and challenge these to continually enhance and improve the department's efficiency and effectiveness.**

✓ Supporting the Head of Grant Assessment and Senior Grant Assessment Manager in responding to unpredictable demands and motivating the team behind new or priority initiatives.

✓ **With a focus on flexibility and agility, striving to develop a pool of expertise in the Grant Support area, where the team are responsive to change, and have a flexible and agile approach to business demands.**

✓ Creating a positive customer service culture within the team, so that each applicant or customer receives the best experience when they are in contact with the Foundation and the team understand the vital part they play.

✓ **Investigating customer problems and managing issues and complaints, keeping the Head of Grant Assessment updated and seeking support from within the team or across the Foundation where needed.**

✓ Making sure the team understand how to handle difficult situations.

✓ **Manage the performance and development of your team, holding regular one-to-ones and providing support and direction, as well as giving open and honest feedback.**

✓ Upholding the Foundation's Personal Development Review (PDR) process and holding regular one-to-ones with the team.

✓ **Regularly bring your team together for the sharing of knowledge and information and to help maintain a supportive and collaborative working environment.**

✓ Work closely with the Board and Panel Secretary to ensure Panel papers are prepared and dispatched in line with the annual Panel cycles and mapping out internal and external deadlines.

✓ **On occasion, minute key internal and external meetings when the EA/Business Support Manager and the Board and Panel Secretary are unavailable.**



OTHER ACTIVITY

The role will also be required to:

- ✓ Undertake any other reasonable management request, including duties as can be reasonably expected to ensure the smooth running and efficiency of the Grant Management Team and wider organisation.
- ✓ **Carry out duties and responsibilities of the post at all times in accordance with the Foundation's policies and principles.**
- ✓ 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.





KNOWLEDGE & EXPERIENCE

- ✓ **Recent experience of line management of a team – ideally in a customer-focused or admin services function and of a similar size – setting culture and direction, and managing workflow and work demands (essential)**
- ✓ Experience of training, mentoring and developing team members to realise their full potential (essential)
- ✓ **Extensive experience of business administration, including reviewing, improving and implementing administration process (essential)**
- ✓ Some experience of grant administration and assessing grant applications and supporting paperwork (desirable)
- ✓ **Resolving customer issues and complaints in alignment with organisational policies and practice (essential)**
- ✓ Providing a high-level support service to senior managers, dealing with confidential information (essential)
- ✓ **Experience of minute-taking with the ability to make an accurate record of meetings reflecting discussions, actions taken or agreed and next steps (desirable)**
- ✓ The role requires an individual who takes pride in delivering an excellent administrative and support service and wants to lead and develop a team who will be recognised for its customer service excellence.

APPLICATION REQUIREMENTS



ESSENTIAL SKILLS AND ABILITIES

- ✓ **Assessing feasibility of projects, checking supporting paperwork and exercising sound judgement.**
- ✓ Identifying and developing strategies to optimise the speed, transparency and accuracy of grants assessments.
- ✓ **Ability to supervise and lead a team, showing passion for supporting and developing others, as well as taking responsibility for your own development.**
- ✓ Responding positively to conflicting priorities and demands, while objectively looking at the needs and priorities of the business to inform decision making.
- ✓ **Strong organisational skills reflecting the ability to plan and prioritise multiple tasks seamlessly and work well under pressure.**
- ✓ Process driven, with the ability to look for opportunities to improve and develop working practices.
- ✓ **Adaptable and responsive to change, while being able to challenge effectively.**
- ✓ Strong communication, collaboration and influencing skills at all levels.
- ✓ **Proactive approach to problem-solving.**
- ✓ Excellent written communication, with the ability to write reports with clarity, reflecting the appropriate level of detail.
- ✓ **Handling confidential and sensitive information with diplomacy and discretion.**
- ✓ Demonstrated skills in proof-reading; to ensure all correspondence, documents and publications are written to a high standard of accuracy and are appropriate to their audience.
- ✓ **A passionate supporter, strong and visible passion and commitment to inspiring activity, the values of the Foundation and delivery of its strategic objectives.**
- ✓ A star performer, striving for excellence and committed to self-development to support the growth of the business and requirements of the role.
- ✓ **Naturally collegiate and communicable in approach; a united team player, supporting the wider team to deliver the greatest impact wherever it's needed the most, while being able to work independently.**
- ✓ Proficient in the use of the Microsoft Office suite (Outlook, Word, Excel and Power Point), with the appropriate level of IT competencies to learn new software and support the completion of tasks in a fast-paced environment.
- ✓ **Committed to self-development to support the growth of the business and requirements of the role.**

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), **collective bonus scheme, free healthcare provision, a monthly gym subsidy, 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 teammates in your direct team about processes and practices.**



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 12 August 2024, 9am**

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 contact 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.

**Interviews are currently scheduled for:
19 & 20 August 2024**

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.



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

