

# Grant Support Executive 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.*

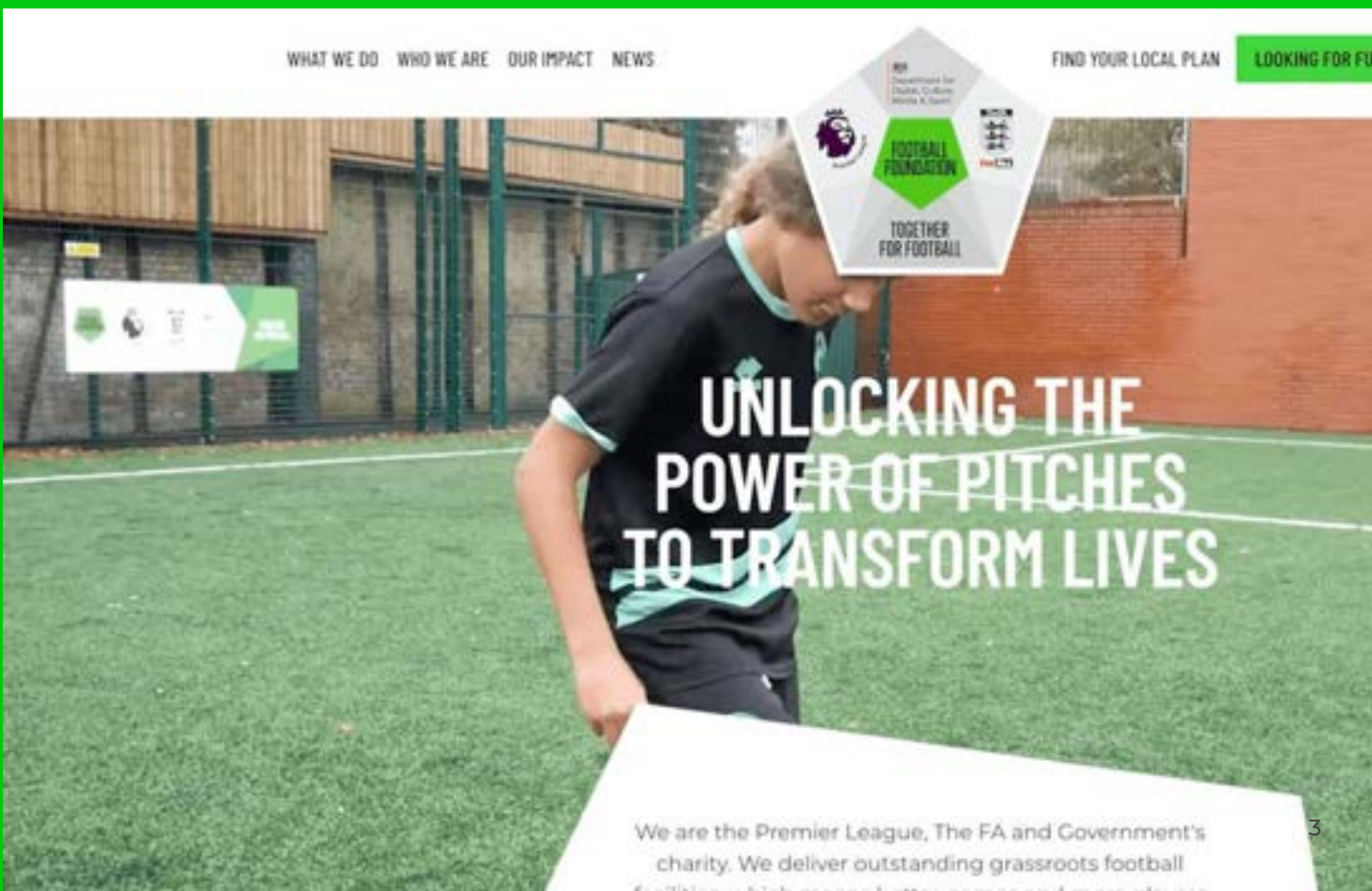
*I hope you take the time to apply.*

**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.*



## UNLOCKING THE POWER OF PITCHES TO TRANSFORM LIVES

We are the Premier League, The FA and Government’s charity. We deliver outstanding grassroots football facilities and help grassroots clubs improve and maintain their

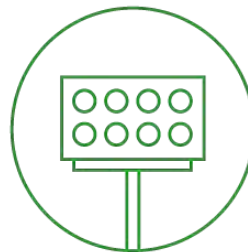
*Over the last 22 years, the Foundation has awarded more than 23,000 grants to deliver outstanding grassroots facilities across England worth more than £877 million. This year, the Foundation will be investing more money than ever into facilities across England and is committed to improving the experience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



- **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](mailto: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 EXECUTIVE



Our Grant Support Executives (GSEs) form part of a pro-active, centralised function who support each other and work together to deliver the greatest impact wherever it's needed the most. GSEs provide critical support to the Grant Management Team (GMT), wider organisation and grant applicants, across all grant programmes. Our GSEs:

1. Carry out the **assessment of capital and revenue grants**. Typically these will be applications for our high-volume grant programmes of £25k or less, but also include applications for items such as goalposts, maintenance machinery and portable floodlights. The assessment process includes critiquing and assessing applications for compliance with fund criteria, best practice and the ability to deliver anticipated outcomes.
2. Provide administrative support to colleagues in the GMT to ensure the smooth running of the team and ensuring the customer experience is to the highest standards. This includes **preparing and formatting assessment reports, drafting offer letters and ensuring key information is captured within internal systems**.
3. Liaise with applicants to **arrange monitoring and evaluation meetings** and assist with the monitoring and evaluation process.
4. Work together as part of a united team to **provide administrative support across the Foundation and always delivering high levels of customer service**. This includes being the first point of contact for external enquiries – be it via email, phone, letter or other means – as well as other ad hoc duties.

***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.***



## GRANT ASSESSMENT

✓ **Conduct an assessment of all grant applications of £25k or less – including both capital and revenue and reactive/emergency schemes – to ensure that scheme criteria is met, anticipated outcomes are suitable and risks are identified and appropriately mitigated.**

✓ Assess submitted applications with consistency and diligence through thorough evidence review, within the agreed timescales and with a high-level of customer service.

✓ Record key application information within Foundation systems, so that a clear and auditable record of the application and assessment is recorded.

✓ **Provide a recommendation on submitted applications to decision-makers, based upon the assessment undertaken.**

✓ Assess submitted grant claims with consistency and diligence through thorough evidence review, within the agreed timescales and with a high-level of customer service.

✓ Ensure the key documents for grant applications within the GSE remit meet Foundation requirements, reporting issues promptly when they occur.

✓ **Schedule and undertake selected monitoring and evaluation meetings remotely with grant applicants, identifying those projects requiring further support and intervention from Grant Assessment Managers. Complete written reports to record activity.**

✓ Oversee the installation of signage at funded sites through partner organisations, and co-ordinate the related payment of invoices.

✓ **Act as an ambassador for the Foundation - delivering the best experience to anyone you interact with, be that on our website, by email, on the phone, or in person – putting our applicants, partners and supporting the game at the centre of everything you do.**

✓ Answer general enquiries relating to all stages of the application and funding process in a timely, friendly and efficient manner, making sure applicants can access funding as easily as possible.

## GRANT MANAGEMENT TEAM (GMT) SUPPORT

✓ Support GMT colleagues by carrying out work such as drafting letters and emails; providing responses to general enquiries; drafting grant offer letters; entering performance management data; and the collation and formatting of assessment reports.

✓ **Help in maintaining performance management data within internal systems and associated dashboards.**

✓ Support the grant approval process for grants over £25k, including uploading applications through our online portal.

## ORGANISATION-WIDE SUPPORT

- ✓ **As part of a united team, respond to all incoming calls and emails, with a focus on providing a high level of customer service.**
- ✓ Ensure that the most cost effective and appropriate travel arrangements and hotel bookings are made for the members of the wider team when they attend meetings, and visit sites and facilities.
- ✓ **Assist and support our impact team to ensure the annual cycle of surveys on grant funding performance are issued and completed, striving to achieve high levels of completion rates.**
- ✓ Support the Board and Panel Secretary as and when needed, for example in the preparation of meeting packs or setting up meeting rooms, to ensure the smooth running of meetings.
- ✓ **Purchase stationery and equipment as and when needed..**



## 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, never forgetting that teamwork is at the heart of what we do.**
- ✓ Carry out duties and responsibilities of the post at all times 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, equity, diversity and inclusion.**

# APPLICATION REQUIREMENTS



## QUALIFICATIONS

- ✓ **It's essential for candidates to be educated to GCSE / O Level (or equivalent) including Maths and English.**



## KNOWLEDGE

- ✓ A knowledge and understanding of sports and how it can be used for community benefit. (Desirable)
- ✓ **Grant application processes and governance, coupled with an ability to effectively apply this knowledge to provide high levels of customer service. (Essential)**
- ✓ Foundation grant programmes, application processes and criteria. (Desirable)

## EXPERIENCE

- ✓ **Office administration systems and dealing with confidential information. (Essential).**
- ✓ Delivering effective administration to support a varied team and able to work within a multi-disciplined team. (Essential).
- ✓ **Critiquing and assessing grant applications. (Desirable).**
- ✓ Using dashboards and other performance management software to assist in monitoring the progress of projects and performance improvement in general. (Desirable).
- ✓ **Communicating with colleagues and customers remotely via email, video conferencing and phone. (Essential).**
- ✓ Monitoring and evaluating the effectiveness of facilities and development plans. (Desirable).

# APPLICATION REQUIREMENTS



## ESSENTIAL SKILLS AND ABILITIES

- ✓ **A passionate supporter, committed to the Foundation's four corners and the delivery of its strategic objectives.**
- ✓ A real people person: friendly, helpful, flexible and supportive, taking pride in delivering excellent customer and administrative service.
- ✓ **A united team player, actively contributing to the team to complete tasks, meet goals and manage programmes, and always operating as a centralised support service.**
- ✓ Strong planning and organisational skills, with the ability to prioritise a varied workload balancing important tasks with urgent demands.
- ✓ **Accurate, thorough and with excellent attention to detail, with the ability to achieve a high-volume of recurrent processes, while ensuring the quality of the work remains at a high-standard.**
- ✓ Process driven, with the ability to follow standard systems and processes, but also be capable of identifying improvements to make things easier and more efficient for people – producing great results, time after time.
- ✓ **Managing a diverse workstream, with the ability to analyse information consistently, identify issues and escalate potential risks.**
- ✓ Strong communication and interpersonal skills, and as a united team player provide respectful challenge and constructive feedback to colleagues, and receive the same with a receptive, open-minded manner.
- ✓ **Flexible, adaptable and willing to support others at times when team priorities take precedence.**
- ✓ The ability to develop and sustain a level of professionalism at all times.
- ✓ **Proficient in the use of Microsoft Teams Microsoft Project, Outlook, Word, and Excel with the appropriate level of IT competencies to learn new software and support the completion of tasks in a fast-paced environment.**
- ✓ A star performer, striving for excellence and committed to self-development to support the growth of the Football Foundation and requirements of the role.
- ✓ **Demonstrating a proactive approach and positive attitude, and always looking for ways to add value to the Foundation, our partners and our applicants.**



# APPLICATION OFFER – GRANT SUPPORT EXECUTIVE



---

## SALARY & BENEFITS

- **The salary band for this role is £25,000 to £27,000 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](mailto: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 5 August 2024, midday**

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:  
14 & 15 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](mailto: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](mailto:jobs@footballfoundation.org.uk)



*For more information, please email:*  
[jobs@footballfoundation.org.uk](mailto:jobs@footballfoundation.org.uk)

