

# Head of Delivery Recruitment Pack

March 2025



## 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.*

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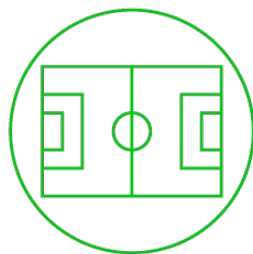


## UNLOCKING THE POWER OF PITCHES TO TRANSFORM LIVES

We are the Premier League, The FA and Government’s charity. We deliver outstanding grassroots football facilities which support local communities and grassroots

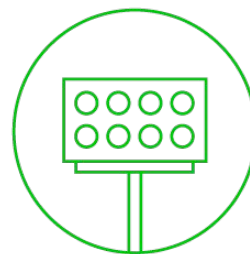
*Over the last 22 years, the Foundation has awarded more than 23,000 grants to deliver outstanding grassroots facilities across England worth more than £877 million. This year, the Foundation will be investing more money than ever into facilities across England and is committed to improving the experience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

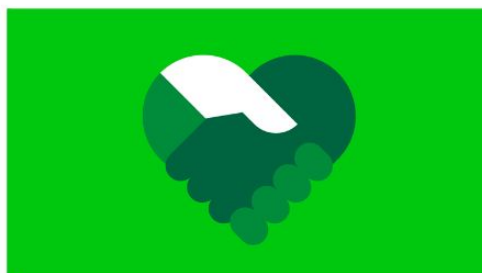
Our aim is to ensure our processes are equitable for candidates with disabilities, and we are committed to considering all possible adjustments to our recruitment process.

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

[jobs@footballfoundation.org.uk](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

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## LOCATION

While your normal place of work will be from home you are sometimes required to attend work at our head office, Wembley Stadium, South Way, London, HA9 0WS, and you will work at and travel to such places as may be reasonably required from time to time. You will be required to come into the office at quarterly squad meet-ups and for any other business need.



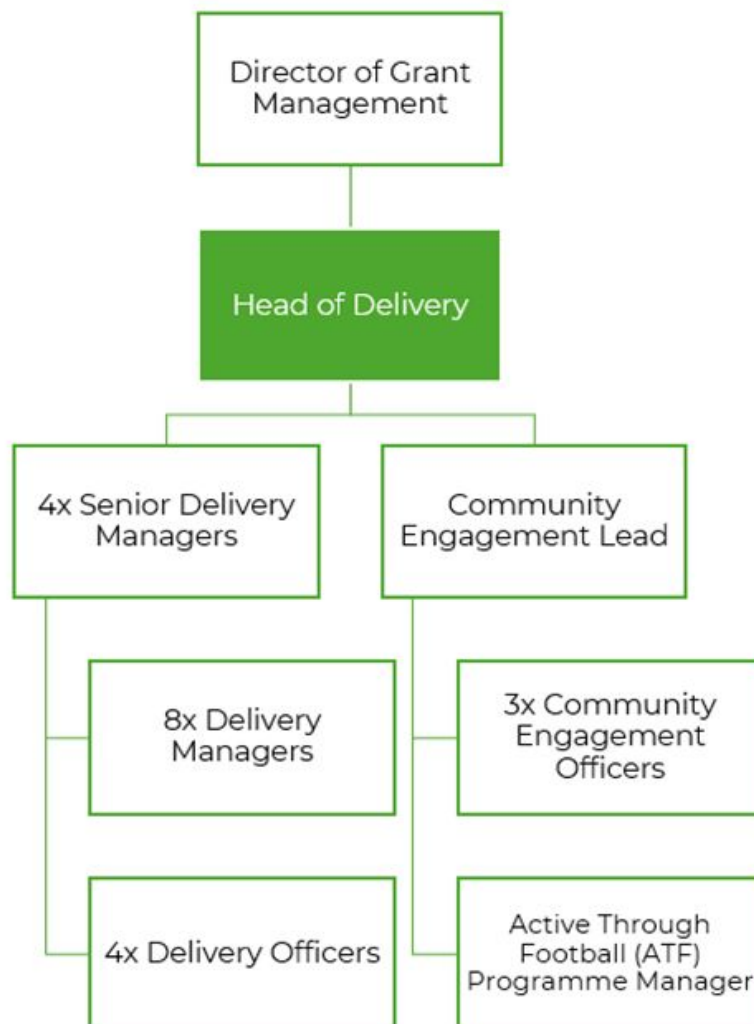
# THE ROLE - HEAD OF DELIVERY



The Head of Delivery will play a crucial role in ensuring that the Foundation achieves its objectives in delivering capital projects greater than £25k, which require proactive project delivery. The role is therefore responsible for the successful delivery of all such projects from inception to grant award within the end-to-end process, ensuring projects reflect the needs of local communities and stakeholders, fostering multi-sport participation and inclusivity. This includes all types of priority projects that have been indicated within Local Football Facility Plans (LFFPs) – 3G FTPs, changing facilities, grass pitches and PlayZones – including Hub sites (multi-sport/pitch sites), where appropriate.

The Head of Delivery will line manage four Senior Delivery Managers and the Community Engagement Lead, along with a wider team of eight Delivery Managers, four Delivery Officers, three Community Engagement Officers and the Active Through Football Programme Manager.

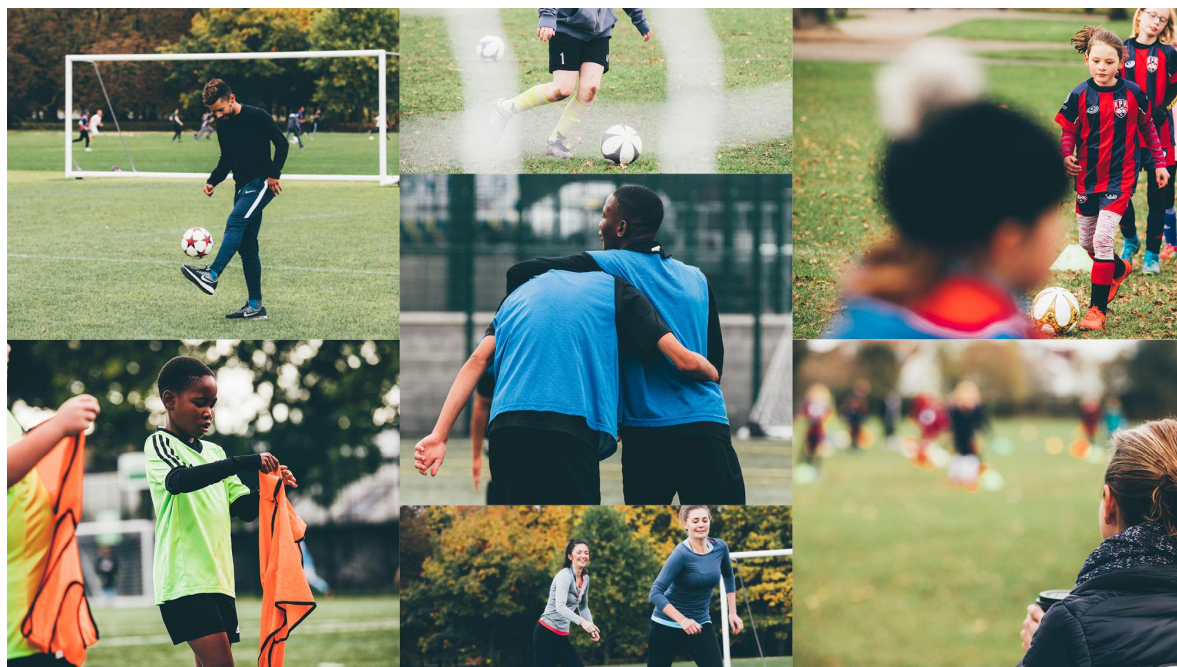
***You don't need to follow football to apply, but it is expected that you appreciate the power of sport to change lives and have a genuine interest in using your skills and experience to help the Foundation achieve our charitable and strategic objectives.***



# KEY RESPONSIBILITIES



- ✓ **Lead and oversee project delivery** – Provide strategic leadership to ensure all projects align with Foundation strategy and investment priorities. Oversee operations, set benchmarks, and drive effective execution for maximum impact.
- ✓ **Develop and sustain a high-quality project pipeline** – Identify and manage a robust pipeline of facility projects that align with strategic goals, ensuring viability, long-term benefits, and value for money.
- ✓ **Enhance project quality and delivery processes** – Continuously refine methodologies and workflows to improve efficiency, consistency, and overall project effectiveness.
- ✓ **Lead and develop a high-performing team** – Provide leadership, mentorship, and structured development plans to foster collaboration, professional growth, and excellence.
- ✓ **Oversee the grant management system** – Ensure accurate tracking of project progress, monitor data integrity, and proactively address risks or delays.
- ✓ **Drive community engagement and stakeholder collaboration** – Promote multi-sport participation and ensure projects reflect the needs of target groups and key stakeholders.
- ✓ **Support complex project negotiations** – Assist in high-profile funding discussions to maximise partnership contributions and secure best-value outcomes.
- ✓ **Oversee grant application reviews** – Lead rigorous peer reviews to ensure consistency, risk assessment, and high-quality assessment reports.
- ✓ **Monitor and drive project execution** – Oversee project transitions from approval to construction, intervening when necessary to maintain timelines and mitigate risks.
- ✓ **Support strategic enhancements and best practices across the Foundation** – Work closely with the Director of Grant Management and senior leadership to refine and enhance the Foundation’s operational effectiveness, ensuring alignment with funding partner expectations and an improved applicant experience.



## 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.

## 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 organisation 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.**



## ESSENTIAL KNOWLEDGE & EXPERIENCE

- ✓ **Grant assessment or programme management** - Proven 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.
- ✓ **Strategic leadership & project oversight** – Proven experience in leading and managing project delivery teams, with a track record of successfully overseeing complex, multi-stakeholder projects from inception to completion.
- ✓ **Facility & infrastructure development** – Strong understanding of sports facility planning, development, and investment, with experience in identifying, assessing, and delivering high-impact projects that align with strategic priorities.
- ✓ **People management & team development** – Experience in leading, mentoring, and developing high-performing teams. Ability to create a positive, supportive, and results-driven working environment, with experience in performance management and developing team members.
- ✓ **Data-driven decision making & grant management** – Strong analytical skills and experience in overseeing grant management systems, ensuring accuracy, tracking project performance, and proactively addressing risks or delays.
- ✓ **Community & stakeholder engagement** – 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.
- ✓ **Report writing** – Experience of creating detailed, well-structured reports for decision-makers, with the ability to convey complex information and recommendations clearly and effectively.
- ✓ **Funding & negotiation expertise** – Proven experience in securing and managing investment from multiple funding sources. Strong negotiation skills to maximize partnership contributions and ensure best-value outcomes.
- ✓ **Project execution & risk management** – Knowledge of project delivery methodologies, construction timelines, and risk mitigation strategies to ensure projects commence and progress within agreed timescales.
- ✓ **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.

## DESIRABLE KNOWLEDGE & EXPERIENCE

- ✓ **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.
- ✓ **Process improvement & operational efficiency** – Demonstrated ability to review, refine, and optimise operational processes to enhance efficiency, effectiveness, and the quality of project delivery.
- ✓ **Strategic thinking & continuous improvement** – Ability to contribute to the ongoing enhancement of organisational strategies, systems, and processes to improve efficiency, maximise impact, and align with funder expectations.
- ✓ **Sector knowledge** - Knowledge of the sports development sector, including relevant policies, funding structures, and best practices.

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## ESSENTIAL SKILLS AND ABILITIES

- ✓ Strong leadership, management, and motivational skills to inspire and develop teams.
- ✓ Ability to think strategically and develop clear, practical plans that inspire and guide the team, ensuring everyone is aligned and working towards shared goals.
- ✓ Strong analytical skills to assess data and trends, anticipate challenges, evaluate risks, and make informed decisions that align with the Foundation's goals and drive impact.
- ✓ Excellent project management skills with the ability to oversee multiple projects simultaneously, including multi-stakeholder projects.
- ✓ Exceptional communication skills (verbal and written), with the ability to engage and collaborate effectively with internal and external stakeholders.
- ✓ Proficiency in using grant management platforms, data tracking tools, and digital reporting systems.
- ✓ Strong ability to create detailed, insightful reports and present complex information effectively to decision-makers
- ✓ Ability to work under pressure, meet deadlines, and problem-solve in a fast-paced environment.

## DESIRABLE SKILLS AND ABILITIES

- ✓ Strong negotiation and influencing skills to manage complex stakeholder relationships.
- ✓ Skilled in working with local authorities, sporting bodies, and community groups.
- ✓ Ability to confidently represent the Foundation at industry events, meetings, and stakeholder engagements to promote our work and our impact.

# APPLICATION OFFER – HEAD OF DELIVERY



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## SALARY & BENEFITS

- ✓ **£62,000-£68,000 per annum (dependent on skills and experience), plus generous benefits**
- ✓ You will initially be entitled to **25 days annual leave plus bank holidays**. The Foundation also offer a **generous pension scheme** (8% employer contribution), **free healthcare provision, a monthly gym subsidy, death in service benefit** and **access to selected match tickets**.
- ✓ We are committed to helping our team members maintain a healthy work-life balance, so offer **flexible working hours around core hours** to help achieve that.



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## 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:

### 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:  
6th April 2025 23:59**

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.

**1st stage interviews via MS Teams are currently scheduled for 15 April 2025.**

**2nd stage in-person interviews on 22/23 April 2025..**

## 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](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.



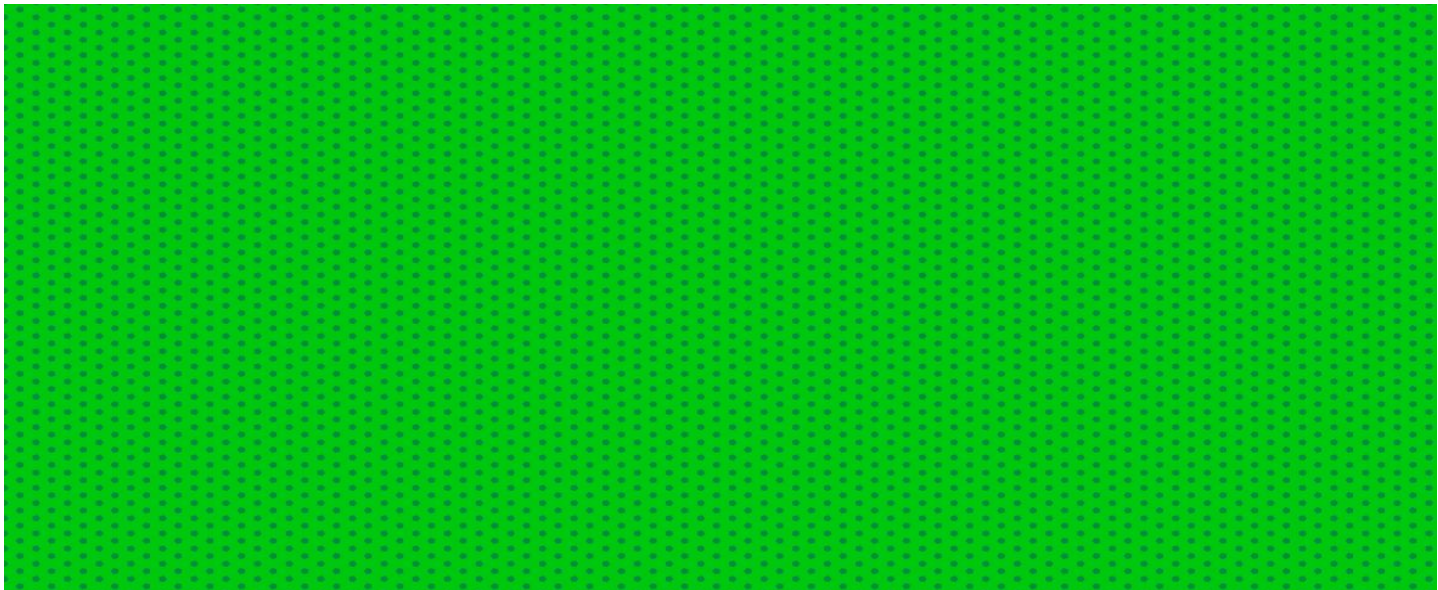


# Further information



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)

