

Post Award Manager 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.

[WHAT WE DO](#) [WHO WE ARE](#) [OUR IMPACT](#) [NEWS](#)

[FIND YOUR LOCAL PLAN](#)

[LOOKING FOR FU](#)



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

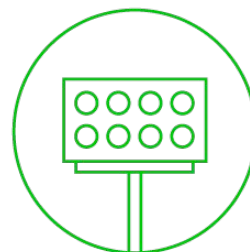
Over the last 22 years, the Foundation has awarded more than 23,000 grants to deliver outstanding grassroots facilities across England worth more than £877 million. This year, the Foundation will be investing more money than ever into facilities across England and is committed to improving the experience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

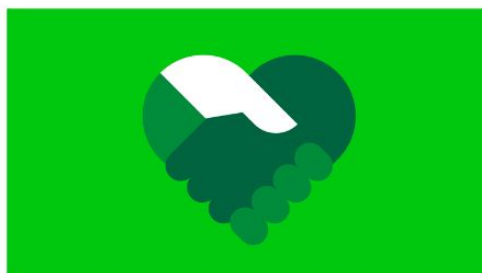
Our aim is to ensure our processes are equitable for candidates with disabilities, and we are committed to considering all possible adjustments to our recruitment process.

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

jobs@footballfoundation.org.uk

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

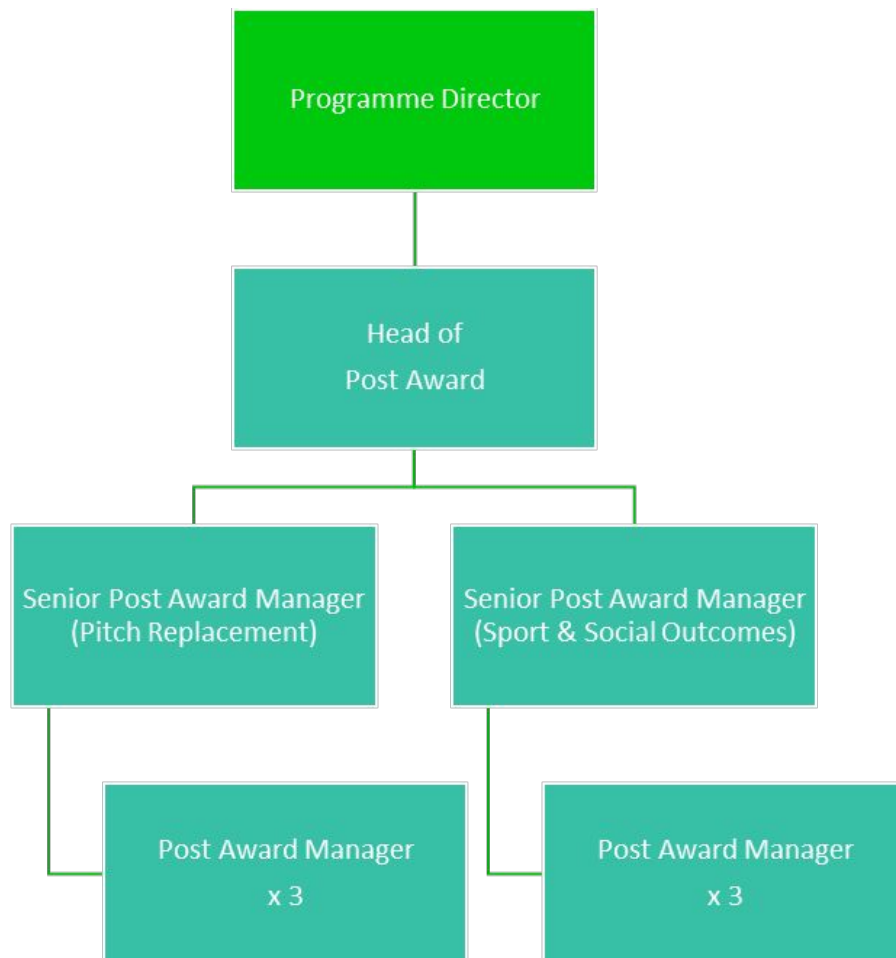
While your normal place of work will be from home, regular visits to Foundation funded sites within a defined region will be required. You will also occasionally travel to our main office in Wembley Stadium, South Way, London, HA9 0WS, as well as other sites as required. You will be required to come into the office at quarterly squad meet-ups and for any other business need.

THE ROLE - POST AWARD MANAGER



The Post Award Manager is responsible for delivering post-award services across the Foundation's funding programmes, managing ongoing relationships with grant recipients from the point of award. They monitor project performance to ensure compliance with grant commitments and the effective use of grant funding. This work evidences the impact achieved from Funding Partner investment and supports the long-term sustainability of grant awards.

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.



- ✓ **Deliver post-award services in line with specific programme Terms of Reference (ToRs).**
- ✓ Provide expert advice to grant recipients on compliance with grant commitments, ensuring that clear feedback is given where conditions are not being met or are falling behind what is expected, and ensuring support services are mutually beneficial. Provide ongoing support to grant recipients who are not performing as expected to agree a way forward, escalating issues in a timely way.
- ✓ **Track actions from meetings in the Grant Management System and follow up with grant recipients in a timely manner to ensure ongoing compliance.**
- ✓ Attend support meetings on site as required to investigate performance issues, discuss potential solutions and create an action plan.
- ✓ **Contribute to continuously refining post-award processes and systems to ensure efficiency and improvement in meeting the aims of our post-award service, including maintaining process documentation and refining ToRs.**
- ✓ Oversee the adoption of post-award tools such as booking systems, the pitch replacement fund and external providers, ensuring successful integration for both Foundation internal teams and grant recipients.
- ✓ **Collaborate with internal experts when required to ensure grant recipients have access to necessary support and guidance.**
- ✓ Prepare reports for internal stakeholders, partners, and grant recipients, to inform data-driven decision-making.
- ✓ **Engage with external partners (e.g., County FA's, Local Authorities, National Governing Bodies) to align on post-award processes.**
- ✓ Work closely with the Grant Management and Programmes teams to ensure a smooth transition for grant recipients and internal stakeholders into the post-award phase of the grant process.
- ✓ **Continuously monitor and evaluate technology systems and processes to ensure a positive customer experience, proactively recommending adjustments and improvements to streamline operations.**
- ✓ Support the development of training materials and 'how to' guides to upskill team members and grant recipients.
- ✓ **Contribute to the development of Key Performance Indicators (KPIs) to measure the impact of our investments.**



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 Post Award 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

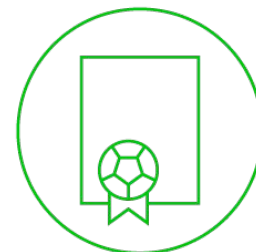


APPLICATION REQUIREMENTS



QUALIFICATIONS

- ✓ No specific qualifications are required; however, candidates must have demonstrated experience in post-award management and monitoring. Alternatively, demonstrated experience in grant management, programme management, or a related field may be considered.



ESSENTIAL KNOWLEDGE & EXPERIENCE

- ✓ Knowledge of post-award processes, including monitoring grant usage, ensuring compliance, and tracking grant conditions.
- ✓ **Proven experience managing grant related or programme services, to achieve their intended outcomes and maintaining compliance.**
- ✓ A strong track record in managing relationships with key stakeholders, including grant recipients, Funding Partners, and internal teams, and of providing specialist advice and guidance.
- ✓ **Experience participating in internal or external networks to share and discuss good practice, develop strong and productive working relationships and positively influence operations.**
- ✓ Experience of creating clear and concise reports for internal and external stakeholders and decision makers, including presenting data-driven insights.
- ✓ **Familiarity with evaluating income and expenditure forecasts to assess and ensure financial viability of a project and its long-term sustainability.**
- ✓ Experience using grant management tools, such as Grant Management Systems or booking platforms used for managing grant awards and post-award processes.

DESIRABLE KNOWLEDGE & EXPERIENCE

- ✓ Experience identifying inefficiencies in systems and processes and implementing or recommending improvements to enhance service delivery.
- ✓ **Knowledge of using data and analytics to monitor and evaluate grant compliance.**
- ✓ Knowledge of external stakeholders such as National Governing Bodies, Local Authorities, or other relevant organisations that might impact or collaborate on post-award processes.
- ✓ **Experience in developing guides and materials to upskill users on their responsibilities and best practice.**
- ✓ Knowledge of the specific sector or industry the Foundation operates in (e.g., sports, education, community development).



ESSENTIAL SKILLS AND ABILITIES

- ✓ Proven ability to build and maintain strong, positive relationships with a range of internal and external stakeholders, including grant recipients and partners, providing high quality support and adapting your approach as needed.
- ✓ Skilled in asking thoughtful, probing questions when reviewing grant and project details to gain deeper insights, challenge assumptions, and drive productive discussions.
- ✓ Demonstrated expertise in offering guidance, constructive feedback, and when necessary, delivering challenging messages to stakeholders with professionalism and empathy.
- ✓ Able to identify challenges and risks, think critically, and develop effective solutions to support smooth grant delivery and compliance.
- ✓ Excellent verbal and written communication skills, as well as a high level of numeracy, enabling effective stakeholder engagement and the delivery of clear, concise updates, feedback, and advice.
- ✓ Proficient in creating well-structured, accessible reports that effectively communicate complex information, data, analysis, and key insights
- ✓ Highly organised with strong time management skills, adept at juggling multiple priorities and ensuring deadlines are met.
- ✓ Meticulous attention to detail, ensuring accuracy in documentation, compliance tracking, and reporting.
- ✓ Strong digital competence across a range digital devices and apps including digital communication tools, Microsoft 365 applications, business systems.

DESIRABLE SKILLS AND ABILITIES

- ✓ Strong analytical skills with the ability to interpret complex data, identify trends, and generate insights to inform decision-making and demonstrate the impact of grants.
- ✓ Ability to comprehend, interpret, and apply grant and contract laws, guidelines, regulations, and policies.

APPLICATION OFFER – POST AWARD MANAGER



SALARY & BENEFITS

- ✓ **£40,000-£46,000 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 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:

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:
20th 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 2 May 2025.

2nd stage in person interviews on 7 May 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

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.

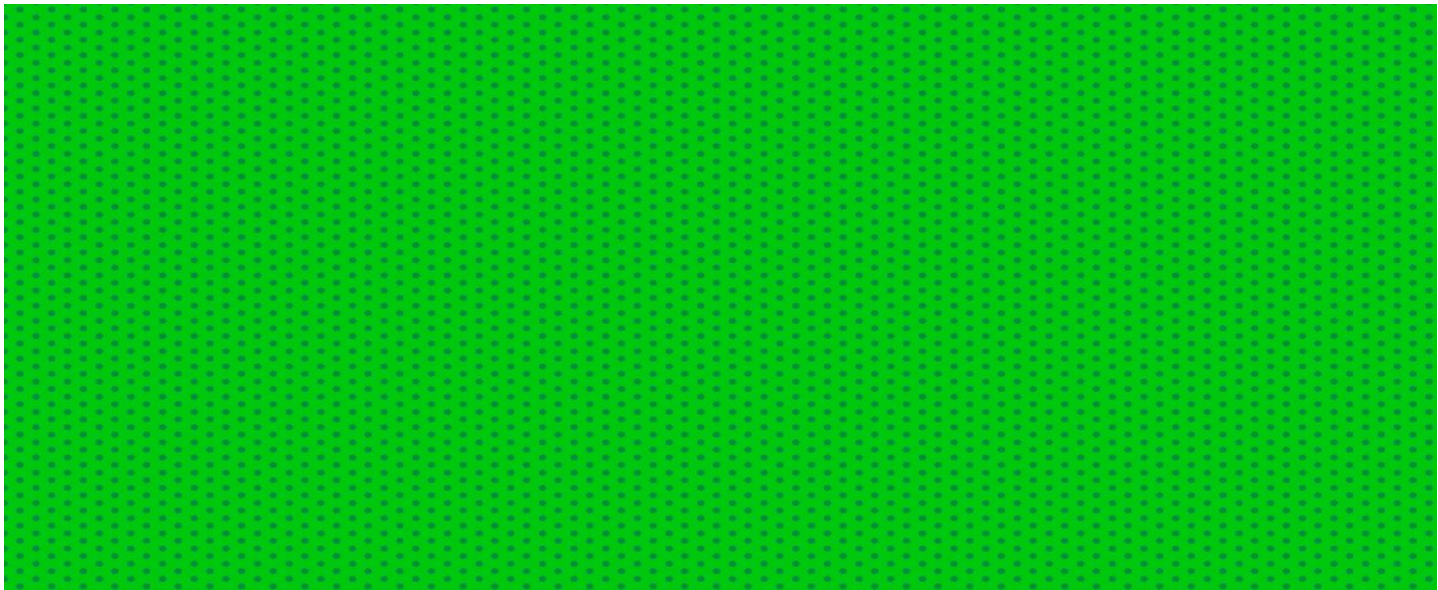


Further information



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

