

SENIOR PROGRAMME 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.

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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

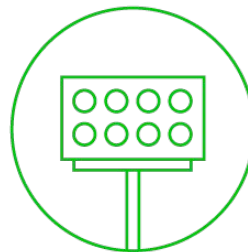
Over the last 22 years, the Foundation has awarded more than 23,000 grants to deliver outstanding grassroots facilities across England worth more than £877 million. This year, the Foundation will be investing more money than ever into facilities across England and is committed to improving the experience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

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.



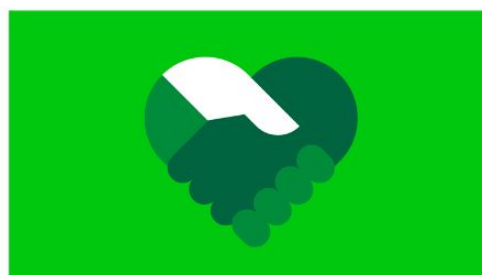
WE ARE PASSIONATE SUPPORTERS

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 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.



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.



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 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 HUBS PROGRAMME



Using investment from the Premier League, The FA and Government, the Hubs programme aims to create financially sustainable grassroots sports facilities with multiple 3G grass pitches.

A Hub provides the perfect opportunity for a facility to host football alongside other sports, physical activities, and community services. There's no one-size-fits-all. The facility mix for each Hub will respond to local need and its suitability for investment will be considered on a case-by-case basis. We look to support projects that tackle inequalities in our four priority groups to deliver football and other sports/activities through a community-led approach.

There are four main groups facing the greatest inequalities. We support projects which prioritise engaging with these groups to provide opportunity and access to safe, inclusive and welcoming facilities.

- Lower socio-economic groups
- Women and girls
- Disabled people and people with long term health conditions
- Ethnically diverse communities

As well providing excellent training and match play facilities for clubs and leagues, we want Hubs to provide a balanced programme of use that supports our objective of using our investments to tackle inequality.

OUR IMPACT

We've now supported 30 Hub projects across England. The 30 projects include:

- 73 full-size and 16 small-sided 3G pitches
- 128 grass pitches
- Nine health and fitness clubs

These 30 projects have received over £117 million Football Foundation investment and have a combined capital value of £234 million.



For more information about the Hubs programme, please visit the dedicated page on our website: [Hubs Programme | Football Foundation](#)



THE ROLE - SENIOR PROGRAMME MANAGER



The Senior Programme Manager leads and manages the delivery of the Hubs programme to ensure chosen operating models are robust, achieving financial sustainability and delivering excellent community outcomes. A Hub provides the perfect opportunity for a facility to host football alongside other sports, physical activities, and community services. There's no one-size-fits-all. The facility mix for each Hub will respond to local need and its suitability for investment will be considered on a case-by-case basis.

The Senior Programme Manager oversees the pipeline development of future Hub sites, working closely with teammates in our Grant Management Team to optimise design, procurement, and investment strategies that maximise sustainability and impact.

The role also involves supporting the Head and Director of Programmes in identifying and developing opportunities to expand the operating model or similar arrangements, enhancing sustainability for grassroots football facilities.

Outside of the Hubs programme, the Senior Programme Manager will lead the design and development of new programmes identified by the Foundation and our funding partners, ensuring that they deliver against the Foundation's strategic objectives.

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



HUB SITE PIPELINE DEVELOPMENT

✓ Manage the feasibility stage to allow sites to be prioritised based on their ability to deliver against the Foundation's performance framework and their ability to achieve long term financial sustainability.

✓ **Work with members of our Technical Project Management Team to optimise hub design, balancing investment costs with revenue generation, long-term viability and environmental sustainability.**

✓ Determine the optimum operating model with Local Authority partners in line with the ambition of greater football ownership of the asset base.

✓ **Determine procurement routes with Local Authorities that balance value for money, resource and consistency of standards.**

✓ Support Local Authorities in developing hub applications, ensuring compliance with timelines, criteria, and value for money principles.

HUBS PROGRAMME MANAGEMENT

✓ **Lead the expression of interest phase for new Hubs, ensuring sufficient demand to meet the Foundation's strategic ambitions.**

✓ Secure commitment from Local Authorities to the programme principles and long-term objectives.

✓ **Work with the Post Award Team to monitor performance data, using insights to refine future programme criteria.**

✓ Collaborate with the Communications Team to develop impactful case studies showcasing the benefits of Hub investment.

✓ **Provide regular updates and strategic recommendations to stakeholders, the Senior Management Team, and funding partners.**

NATIONAL FOOTBALL TRUST

The National Football Trust (the Trust) is a charitable entity established as a vehicle to hold property through lease arrangements. The uniqueness of the arrangement means that through the growing network of Hubs, the Trust can make a wider impact over time by reinvesting surpluses into its facilities and programmes.

✓ **As part of this arrangement, the Senior Programmes Manager will lead strategic planning of the Hubs programme to explore how the Trust can further enhance the Foundation's strategy and create long-term sustainability for grassroots facilities.**

The Trust and Leisure United - as its charity operator - has proven to be a successful vehicle to date, and many Local Authorities have chosen this route to manage their Hub(s). However, our current investment portfolio also includes Hubs which are managed under local models, including County Football Associations and the leisure sector.

✓ **The Senior Programmes Manager will manage the partnership with Leisure United through the Executive Partnership Board, addressing grant compliance concerns in collaboration with the Post Award Team and providing strategic support.**

PROGRAMME DEVELOPMENT

✓ **Lead and provide support to the Programmes team and wider organisation on the design and development of new and existing programmes, ensuring that they deliver against the Foundation's strategic objectives.**

✓ Provide strong project leadership, driving the strategic planning, being forward thinking, anticipating risk and mitigating against it, and working as part of a united team to consistently deliver to deadlines.

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 Programmes 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.

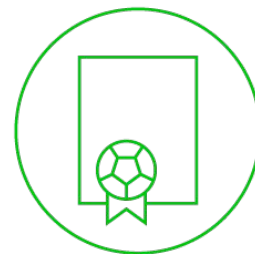
We expect all our teammates to demonstrate a commitment to:

- **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



QUALIFICATIONS

- ✓ **No specific qualifications are required, but candidates must have substantial experience in grant management, post-award management, programme management, or a relevant related field.**



ESSENTIAL KNOWLEDGE & EXPERIENCE

- ✓ Comprehensive understanding of sports development, community engagement, facility operations, and financial management.
- ✓ **Expertise in Local Authority operations and influencing their role in sports facility development and investment.**
- ✓ Proven experience delivering large-scale capital projects, managing multi-stakeholder environments with financial and social impact targets.
- ✓ **Familiarity with project/programme management techniques, producing reports, and effective communication of complex information.**
- ✓ Strong background in managing budgets, financial forecasting, and ensuring programme viability.
- ✓ **Experience in tracking key performance indicators and assessing programme impact.**



DESIRABLE KNOWLEDGE & EXPERIENCE

- ✓ An intricate knowledge of the Foundation Hubs Programme, including programme principles, rationale and criteria, background of investments made to date and current operating arrangements.
- ✓ **Knowledge of charity governance structures and requirements.**
- ✓ A detailed knowledge of the UK leisure operating market, the challenges and opportunities that it faces and how this will impact the Foundation Hubs Programme.
- ✓ **Knowledge of property and funding agreements.**
- ✓ Working knowledge of different project management techniques and an ability to flexibly apply these in a practical manner to a dynamic and evolving role.
- ✓ **Knowledge of environmental sustainability initiatives in the sports and leisure sector.**
- ✓ Knowledge of good practice in measuring and promoting diversity and inclusion in grant programmes.

APPLICATION REQUIREMENTS



ESSENTIAL SKILLS AND ABILITIES

- ✓ Highly organised with strong time management skills, adept at juggling multiple complex projects ensuring deadlines are met.
- ✓ Ability to think strategically, identifying opportunities for programme development and expansion
- ✓ Strong decision-making and problem-solving skills to drive performance and outcomes.
- ✓ Skilled in building 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
- ✓ Ability to represent the organisation at senior levels and influence and negotiate with key stakeholders.
- ✓ Strong analytical skills with the ability to interpret complex data, identify trends, and generate insights to inform decision-making and demonstrate the impact of investment into the Hubs.
- ✓ Proficient in creating well-structured, accessible reports that effectively communicate complex information, data, analysis, and key insights.
- ✓ Strong financial planning and management skills, with the ability to analyse budgets and financial models.
- ✓ Strong teamwork skills to work effectively with cross-functional teams and external partners
- ✓ Proactive approach to identifying risks and ensuring compliance with relevant policies and funding conditions.
- ✓ Strong digital competence across a range of digital software and apps including Microsoft 365 applications.

DESIRABLE SKILLS AND ABILITIES

- ✓ Understanding of income generation opportunities to ensure long-term financial sustainability of large sport and leisure facilities.
- ✓ Ability to identify and implement environmental sustainability initiatives within programme delivery.
- ✓ Some experience presenting recommendations or progress reports to leadership teams, to support effective decision making.

APPLICATION OFFER – SENIOR PROGRAMME MANAGER



SALARY & BENEFITS

- ✓ **£52,000-£57,000 (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.**



APPLICATION PROCESS



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 (no more than one page of A4).

**Closing date for applications:
26 March 2025, 09:00**

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 4 April 2025

2nd stage in person interviews to follow.

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.

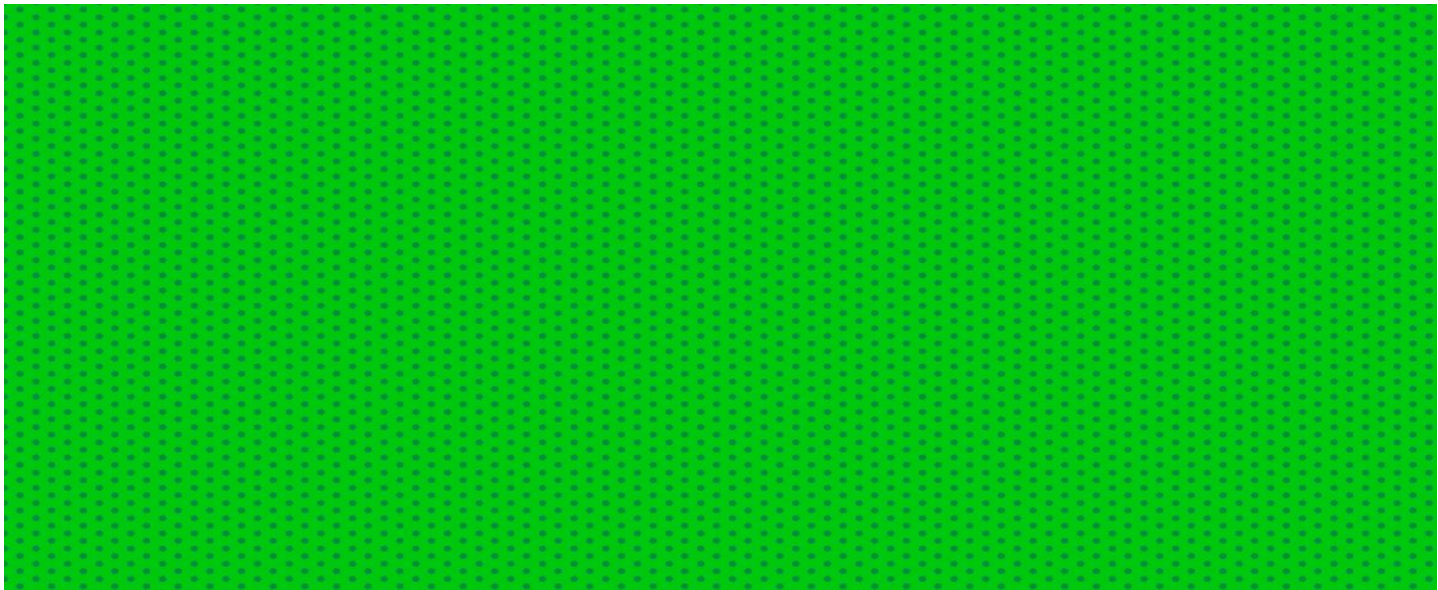


Further information



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

