



Premier League
**Stadium
Fund**

Technical Executive
Recruitment Pack

February 2025

The Premier League Stadium Fund is fully funded by the Premier League and delivered and administered by the Football Foundation.



Premier League
**Stadium
Fund**



Introduction

Thank you so much for taking the time to find out more about the Premier League Stadium Fund, delivered by the Football Foundation.

The Premier League Stadium Fund awards 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.

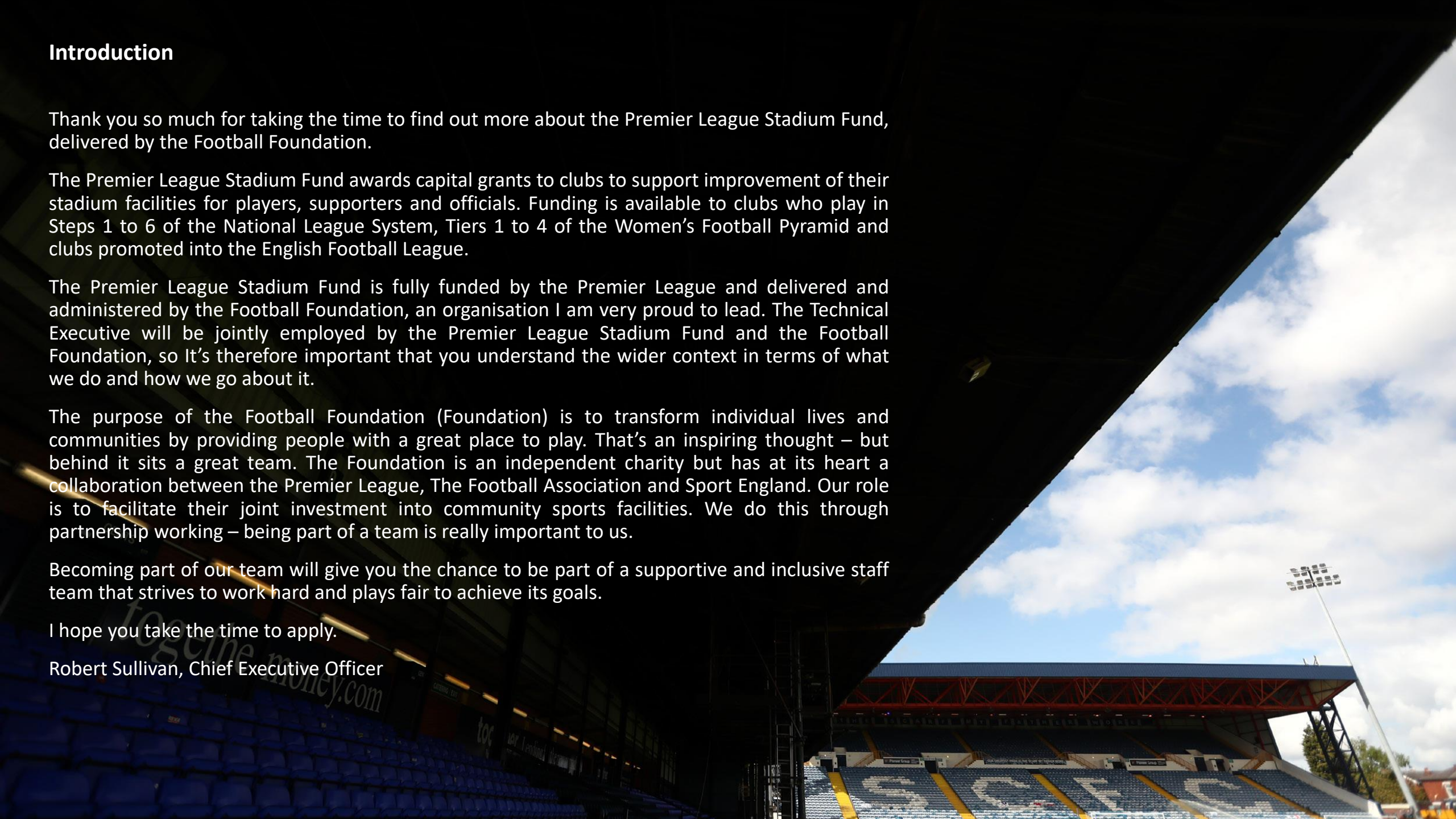
The Premier League Stadium Fund is fully funded by the Premier League and delivered and administered by the Football Foundation, an organisation I am very proud to lead. The Technical Executive will be jointly employed by the Premier League Stadium Fund and the Football Foundation, so it's therefore important that you understand the wider context in terms of what we do and how we go about it.

The purpose of the Football Foundation (Foundation) 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.

Becoming part of our team will give you the chance to be part of a supportive and inclusive staff team that strives to work hard and plays fair to achieve its goals.

I hope you take the time to apply.

Robert Sullivan, Chief Executive Officer



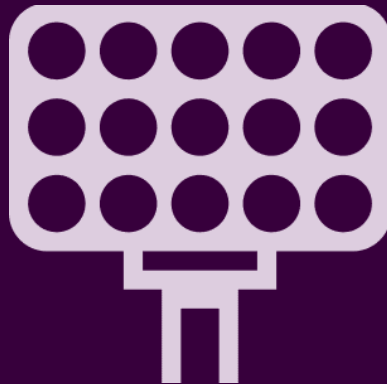
Premier League Stadium Fund



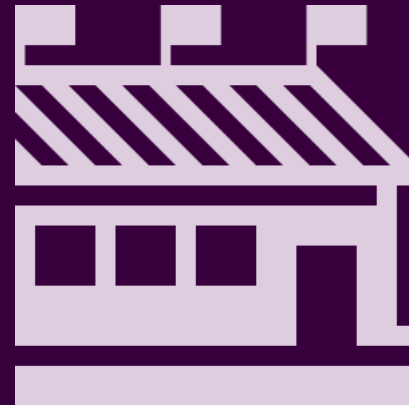
Our Impact since 2000



6,000+
Grants Awarded



£207m+
Investment



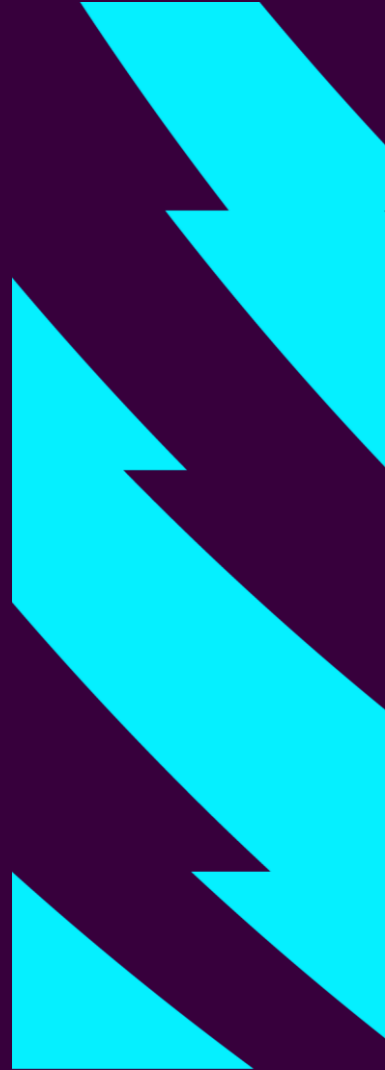
1,000+
Clubs Supported

About the Premier League Stadium Fund

The Premier League Stadium Fund (PLSF) provides grants to improve stadium facilities for players, supporters, and officials. It supports over 1,000 clubs, including those in Steps 1 to 6 of the National League System, Tiers 1 to 4 of the Women's Football Pyramid, and clubs promoted to the English Football League (EFL).

As part of a new Stadium Accreditation Programme, the PLSF also collects data on stadium and facility quality for The FA, offering a comprehensive view of stadiums across the game and ensuring that its investment is targeted effectively. This new digital process allows clubs to keep track of the works required to their stadium, as well as provide them with a live platform to report on any changes or improvement works that are carried out at their home.

By funding stadium improvements, PLSF helps non-league and women's clubs meet required standards, avoid relegation, achieve promotion, whilst fostering financial sustainability and enhancing their matchday experience.



Join the squad - kickstart your career in stadium design and development

7

The PLSF Technical Executive will focus their support on Stadium Accreditation for clubs in Steps 5 and 6 of the National League System and Tiers 3 to 4 of the Women's Football Pyramid, ensuring grounds meet The FA standards within set timeframes. The role involves reviewing technical and construction aspects of grant applications, managing risks, and supporting the successful development of stadium facilities.

This entry-level role offers hands-on experience in the design, development and compliance of stadium facilities. You'll support the PLSF grant giving process and the Stadium Accreditation Programme by working with club representatives on site and remotely to ensure grounds meet the requirements set by The FA. The role will also involve reviewing technical and construction elements of grant applications, managing risks, and contributing to the successful development of stadium facilities.

We're seeking enthusiastic individuals eager to develop their professional skills. You'll need a qualification in a construction field – **a Level 4 HNC or HND as a minimum**. You don't necessarily need to have a passion for football or an encyclopaedic knowledge of the football pyramid - your technical or construction background is what sets you apart.

Successful applicants will join an experienced team and gain practical experience in grant management and technical processes. Over time, you'll begin to take charge of your own portfolio of clubs, guiding and supporting them to meet Stadium Accreditation requirements within set timeframes.

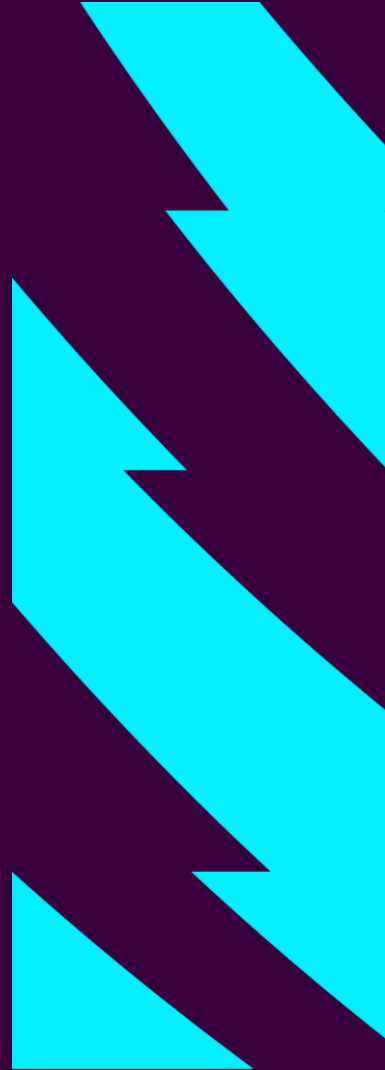
We support all our team members to develop and progress, however, you will need a degree in a construction related field to eventually be considered for promotion to a Technical Manager role. If you do hold a relevant degree, our goal will be to prepare you to be promotion-ready within two to three years.



Key Activities

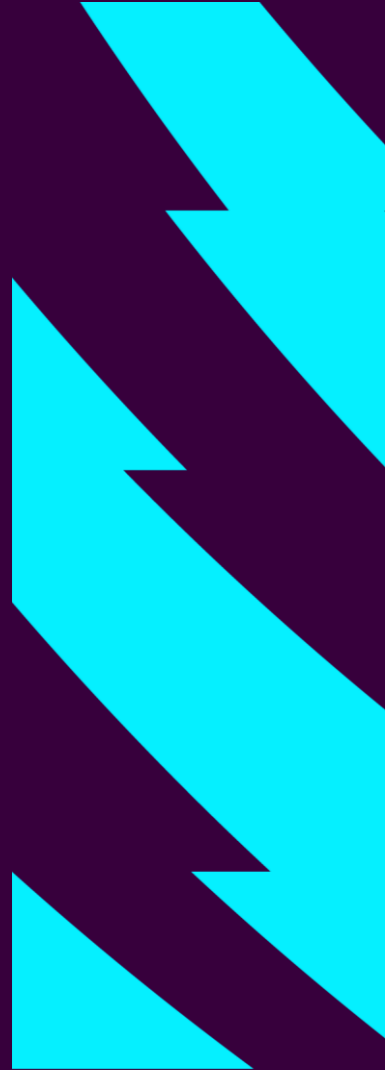
1. Assisting with Stadium Accreditation assessments for clubs at Steps 5 to 6 of the National League System, Tiers 3 to 4 of the Women's Football Pyramid, and clubs seeking promotion into the football pyramid.
2. Supporting the Technical Managers with Stadium Accreditation assessments for clubs at Steps 1 to 4 of the National League System, and Tiers 1 to 2 of the Women's Football Pyramid.
3. Updating data in the StadiumPower digital tool, reporting tools, risk registers and supporting clubs to ensure they meet FA Stadium Accreditation Criteria within set timeframes.
4. Reviewing technical and construction aspects of PLSF grant applications and helping to manage any risks with facility development projects, to ensure the successful completion of new and improved stadium facilities.

Where possible, we will aim to assign you a region within a reasonable travel distance from your home. However, there may be occasional travel to sites and facilities further afield to support business needs.



Key responsibilities

1. **Conducting stadium visits:** Inspecting and monitoring construction progress, quality, and compliance, (on site and remotely) and updating the StadiumPower application upon completion, so that there is a record of progress, and we can be assured that projects are developing in line with standards and expectations.
2. **Evaluating grant applications:** Reviewing technical aspects such as cost proposals, procurement, programmes of work, and risks to ensure projects are viable and meet funding criteria and standards.
3. **Supporting applicants:** Helping applicants navigate the grant process, making sure the application process is accessible and straightforward, and we provide a first-class service to our applicants.
4. **Analysing costs:** Critiquing and assessing the feasibility of cost proposals to verify that projects are viable, and costs aligned with budget expectations.
5. **Grant reporting:** Preparing grant approval delegated reports for approval, ensuring accurate and relevant information is included to support decision making.
6. **Assisting with research:** Contributing to creating technical guidance materials to support the Stadium Accreditation process, focusing on continuous improvement.
7. **Assisting Technical Managers:** Supporting the team to develop your experience and skills within stadiums higher up within the football pyramid
8. **Supporting the grant payment process:** Helping to make sure that grant payments are processed in a timely way, in accordance with grant terms and conditions, and undertaking the necessary checks to ensure there are no irregularities.
9. **Maintaining records:** Recording key application information into tools such as StadiumPower, PitchPower, and the Grant Management System so there is clear and auditable records and reports of the development of grant applications and assessments.



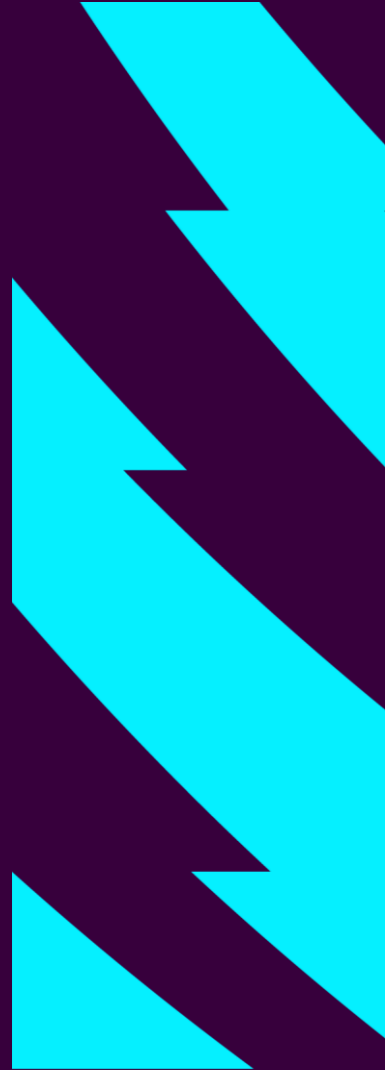
Key responsibilities

The role will also be required to:

- Support the smooth running of the Premier League Stadium Fund Team and wider organisation by fulfilling any reasonable management requests, never forgetting that teamwork is at the heart of what we do.
- Uphold the Foundation's policies and principles in all duties and responsibilities.
- Handle all matters in line with data protection regulations, ensuring information is managed securely and responsibly.
- Embrace and uphold our Four Corners (our company values) in everything you do, fostering a positive and inclusive environment.

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.



Applicant requirements - Qualifications

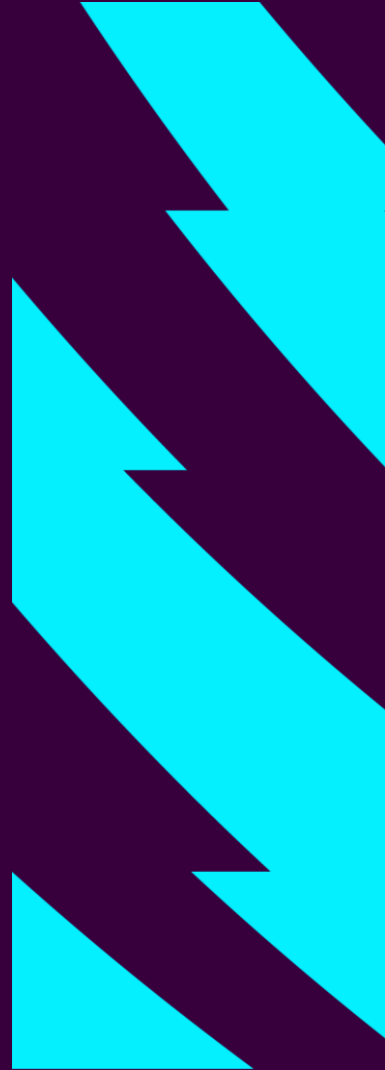
Essential:

- Educated to HNC / HND (Level 4/5) in a construction field (or similar).
- You must hold a current, clean driving licence, have access to your own vehicle, and be willing to undertake site visits to be able to undertake the role.

Desirable:

- Educated to degree standard in a relevant construction related field (for example, architecture, building surveying, planning, civil engineering, quantity surveying, project management or construction management).

We support all our team members to develop and progress, however, you will need a degree in a construction related field to eventually be considered for promotion to a Technical Manager role. If you do hold a relevant degree, our goal will be to prepare you to be promotion-ready within two to three years.



Applicant requirements – Knowledge and Experience

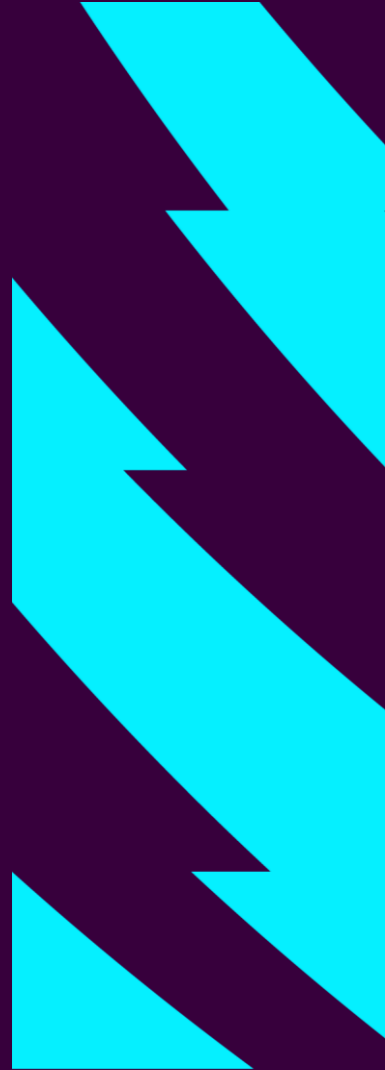
Essential:

The essentials listed are relevant to a Technical Executive's main responsibilities. Technical Executive's should be able to demonstrate this knowledge/experience, while recognising that those with limited work experience may not have highly developed knowledge/experience.

- Some experience of attending building sites, with knowledge of construction processes and quality standards.
- An understanding of procurement practices in construction projects to manage resources, ensure best value and comply with regulations.
- Working knowledge of the design process in project builds and the principles of risk reduction.
- Experience analysing drawings, specifications and related documentation.
- Experience of site inspections, assessing compliance with project specifications, quality, and safety.

Desirable:

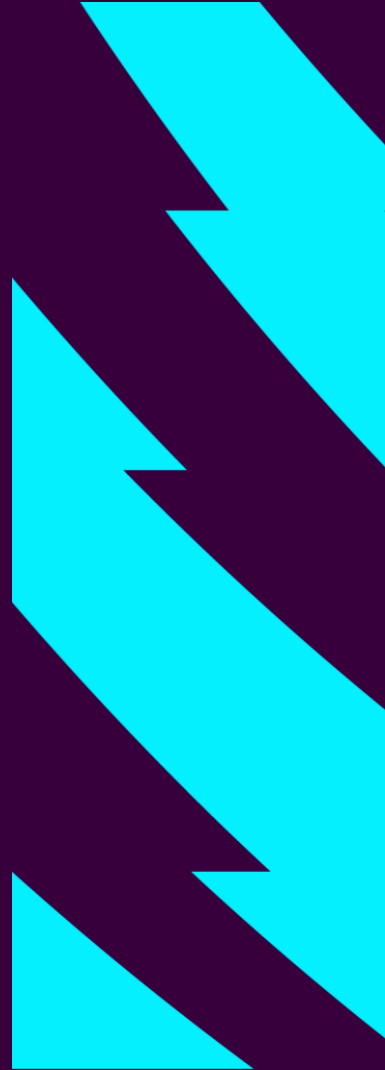
- Demonstrable experience working with clubs within the National League System to help them achieve compliance with Stadium Accreditation Criteria.
- An understanding of The FA's National League System and Women's Football Pyramid, and promotion and relegation
- Exposure to report writing, tailoring reports to specific audiences or purpose.



Applicant requirements – Skills and Abilities

Essential:

- Planning and overseeing projects from start to finish, taking the initiative, completing tasks systematically and with the ability to handle unexpected challenges. Over time and with experience, we expect Technical Executives to be able to manage more complex projects, be able to identify and manage project risks and manage the expectations of customers/applicants.
- Building and maintaining positive relationships with customers/applicants and working collaboratively to help them achieve their aims.
- Proficiently using various digital tools and platforms to manage and help you perform effectively in your work, from basic programmes like spreadsheets to specialised tools.
- Accurately and efficiently entering, updating, and managing data in various digital systems or CRM software, always maintaining data integrity.
- Strong organisational skills managing multiple responsibilities, prioritising work, and meeting deadlines without compromising on quality.
- Good communication skills, able to explain ideas clearly to others, actively listen and adapt messages to the audience.
- Being agile, flexible and open to new ways of doing things, while managing changing priorities.



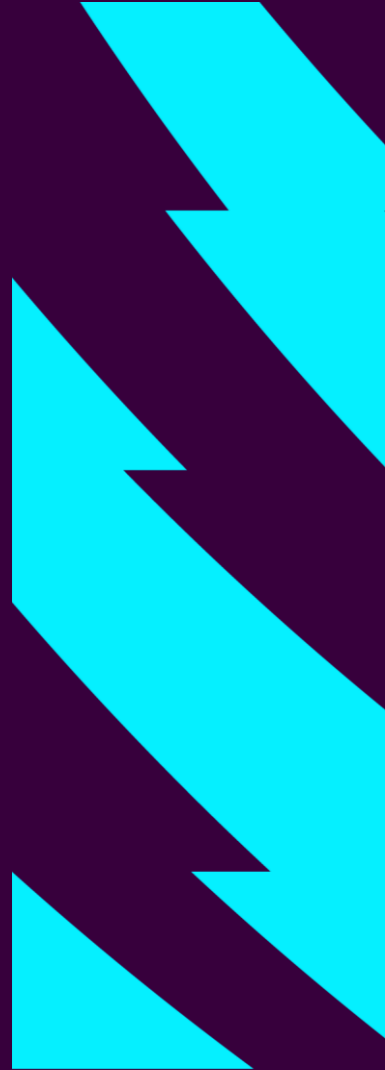
Applicant requirements – Skills and Abilities

Essential Continued:

- A united team player, contributing to group goals, while respecting diverse perspectives and able to work independently and take accountability for your own tasks and responsibilities.
- Proficiency with MS Office tools with the ability to effectively use applications such as Word, Excel, PowerPoint, Outlook and Teams for tasks such as document creation, data analysis, presentations, and communication.
- Willingness to travel across the country, as necessary, including periodic visits to the Foundation office in Wembley Stadium, London.

Desirable:

- Report writing with the ability to effectively gather, organise, and present information in a clear, structured, and concise way to inform decision making.
- Analysing complex situations and simplifying for the benefit of others.
- Analysing financial data, ensuring accuracy, and assessing spend against allocated limits to ensure it meets financial goals.
- Identifying potential issues, assessing their impact, and developing strategies to mitigate or manage them effectively.

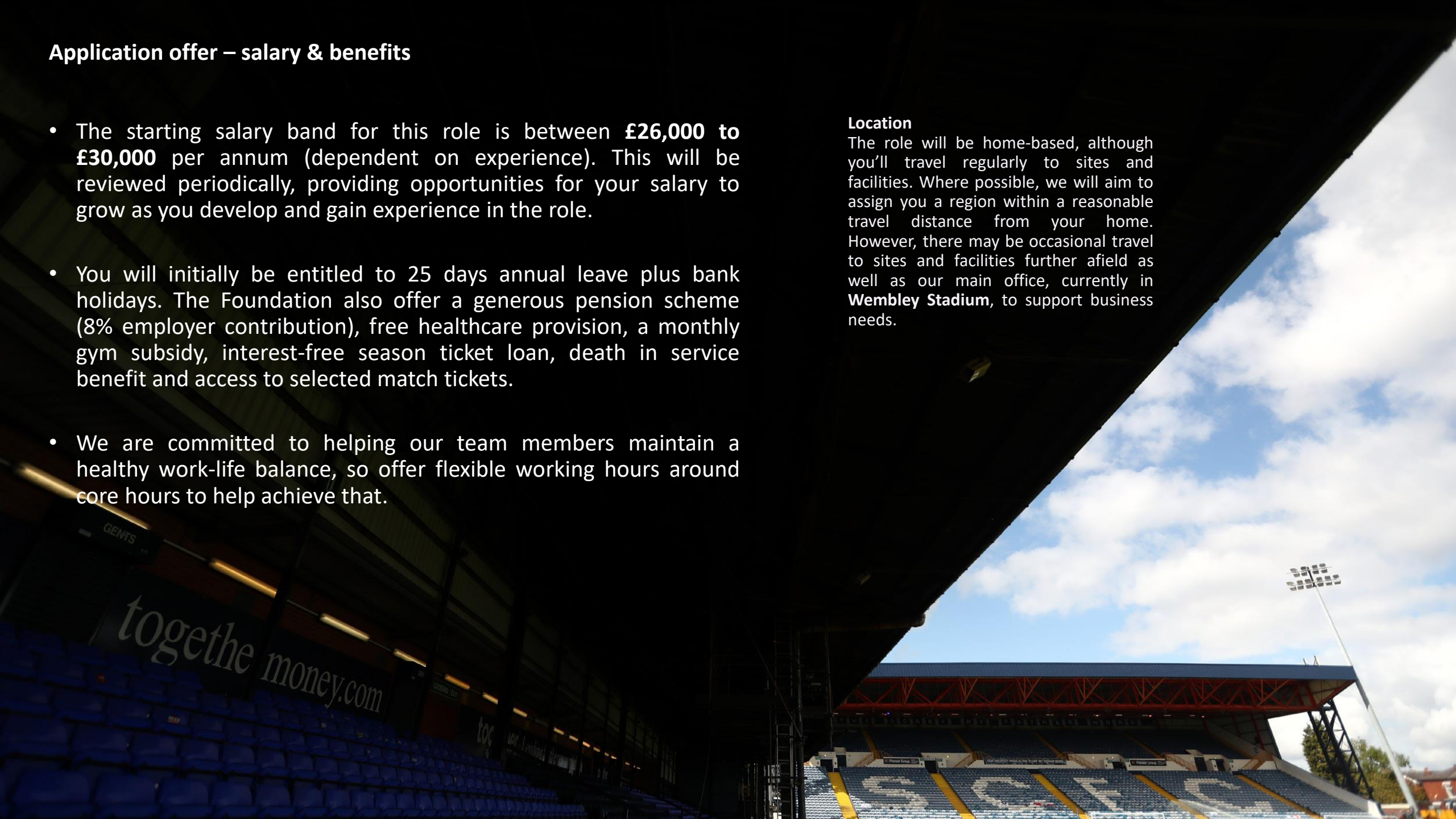


Application offer – salary & benefits

- The starting salary band for this role is between **£26,000 to £30,000** per annum (dependent on experience). This will be reviewed periodically, providing opportunities for your salary to grow as you develop and gain experience in the role.
- 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, interest-free season ticket loan, 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.

Location

The role will be home-based, although you'll travel regularly to sites and facilities. Where possible, we will aim to assign you a region within a reasonable travel distance from your home. However, there may be occasional travel to sites and facilities further afield as well as our main office, currently in **Wembley Stadium**, to support business needs.



THE FOOTBALL FOUNDATION



ABOUT THE FOOTBALL FOUNDATION

Whilst the Technical Executive will be responsible for the successful delivery of the Premier League Stadium Fund, they will be employed by the Football Foundation, and therefore it's important that they understand the wider context – in terms of what we do and how we go about it.

The Football Foundation's 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 recent announcement from the government to invest a further £205 million into grassroots football over the next 3 years, the Football Foundation is well-supported to continue to invest in community pitches and facilities across the nation.



OUR FOUR CORNERS



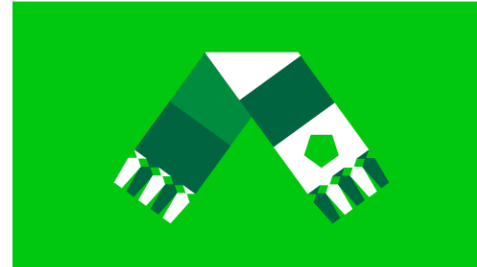
WE ARE STAR PERFORMERS

We unlock the power of pitches. We transform lives and strengthen communities. Whatever position we play in, we always strive for excellence.



WE ARE A UNITED TEAM

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 PASSIONATE SUPPORTERS

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.

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.



THE FOOTBALL FOUNDATION'S EQUALITY AND DIVERSITY COMMITMENT

The Football Foundation is committed to, and values, the principles of diversity, equality and inclusion. We strive to provide an inclusive and supportive working environment where all our team feel respected and supported in fulfilling their potential. We encourage and welcome applications from all, regardless of background and 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.

We request that all applicants complete our equal opportunities form as part of the application process. This anonymous and confidential form helps the Football Foundation to build up a picture of who is applying to join the organisation, and to monitor progress in this area. The link to complete this is in the application process.



Application process

To apply, please follow the steps outlined below:

1. Please send the following to jobs@footballfoundation.org.uk

- CV
- Cover letter (no more than one side of A4) highlighting your motivation for the post and indicating how your skills and experience meet the criteria for the role.

Closing date for applications: Wednesday 19 March 2025, 09:00

Previous applicants need not apply.

1st stage interviews: w/c 24 March 2025

2nd stage interviews to follow: w/c 7 April 2025

We encourage candidates to apply as soon as possible, as we may close the advert and application window once we have received sufficient applications.

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 contacts 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.



Application process

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.

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.

This role is subject to a DBS check which will be conducted if successful in your application.

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.



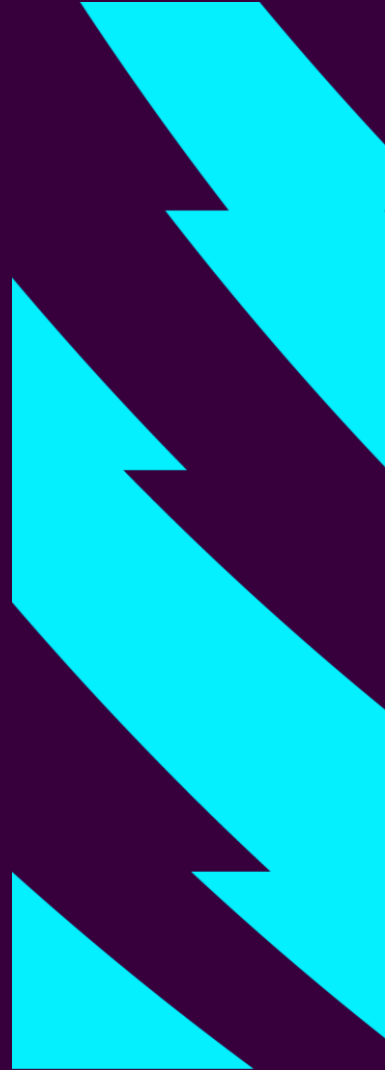
Data protection

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.





Premier League
**Stadium
Fund**

*For more information, please email:
jobs@footballfoundation.org.uk*