

Technical Project Manager – Sports Facilities & Infrastructure

Recruitment Pack

July 2026



INTRODUCTION FROM OUR CEO

Thank you so much for taking the time to find out more about the Football Foundation. I'm 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 the Government through 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 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're 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



The Premier League, The FA and Government's Football Foundation is a unique charity partnership, bringing together public and private investment to harness the power of football to engage communities and provide grant giving expertise.



Over the last 25 years, the Foundation has awarded more than 75,000 grants worth more than £1.3 billion to deliver the grassroots facilities that every community across the country needs and deserves.

As the biggest sport charity in the country, we're a unique partnership between key football partners with a shared goal – ensuring every community in England has a great place to play.

We're incredibly proud of the difference we've made to grassroots sport up and down the country since we started our journey, but we're not slowing down any time soon.



OUR GAME-CHANGING STRATEGY



High quality football and community sports facilities are vital. Inspiring and inclusive, they offer a home for all. A great place to play transforms the health and life chances of individuals and builds stronger communities. They give people a place in which to take pride and to feel they belong.

Our 5-year strategic plan is set by the Board of Trustees and the executive team, guiding our long-term goals, objectives, and the path to achieving them.

Why We Exist

To support healthier lives and stronger communities.

What We Do

Deliver pitches in the places where football is needed the most and where we can make the greatest social impact on communities.

How

Every community has a great place to play.

Our 5-year Gamechangers

Lead with 3G

Focus on building new and improved 3G pitches

Prioritise place

Deliver 3G projects identified by our Local Football Facility Plans in areas of high priority, defined by Sport England's Place Partnership Areas

Back our clubs

Prioritise sustainable facilities that support community clubs

Support women and girls

Meet the needs of the growing Women and Girls' game

Know our pitches

Know all our pitches and support them to achieve the intended impact

EQUITY, DIVERSITY AND INCLUSION



We genuinely believe that by having a diverse workforce, we'll be more productive, make better decisions and gain a better understanding of the communities we serve.

In 2026, we proudly launched '[Together for Football](#)' our second 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've committed to are designed to help us better serve communities across England.

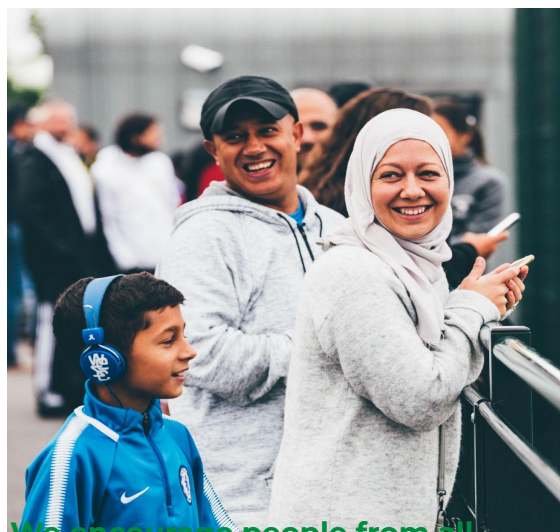
When you apply for a job with us, we'll ask you to fill in an equality opportunities form. Your answers will be kept strictly confidential at all times and will not be used to identify you as an individual. The data collected from this form helps us to identify any disproportionate outcomes for applicants 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're 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 strengthen 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 particularly welcome applications from sections of the community which are currently underrepresented within the team, including applicants from Black, Asian and Minority Ethnic communities. Women, disabled people and LGBTQ+ people.

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

Please get in touch to discuss any adjustments you would like us to consider:

jobs@footballfoundation.org.uk

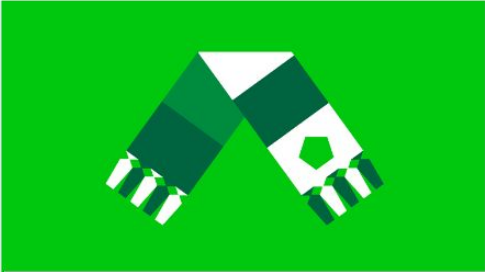
OUR CORNER VALUES

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'll 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've 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.



15,000

Improved grass pitches in the past 25 years



1,300

New 3G pitches in the past 25 years



1,700

New changing pavilions in the past 25 years

LOCATION

While your normal place of work will be your home address, you will be required to work at and travel to other locations, including sites and facilities, as is necessary to fulfil the duties and responsibilities of your role. You will also be required to attend our head office at Wembley Stadium, South Way, London, HA9 0WS from time to time. This includes attendance at all-team Squad Meet-Ups and and for any other business need.

THE ROLE - TECHNICAL PROJECT MANAGER



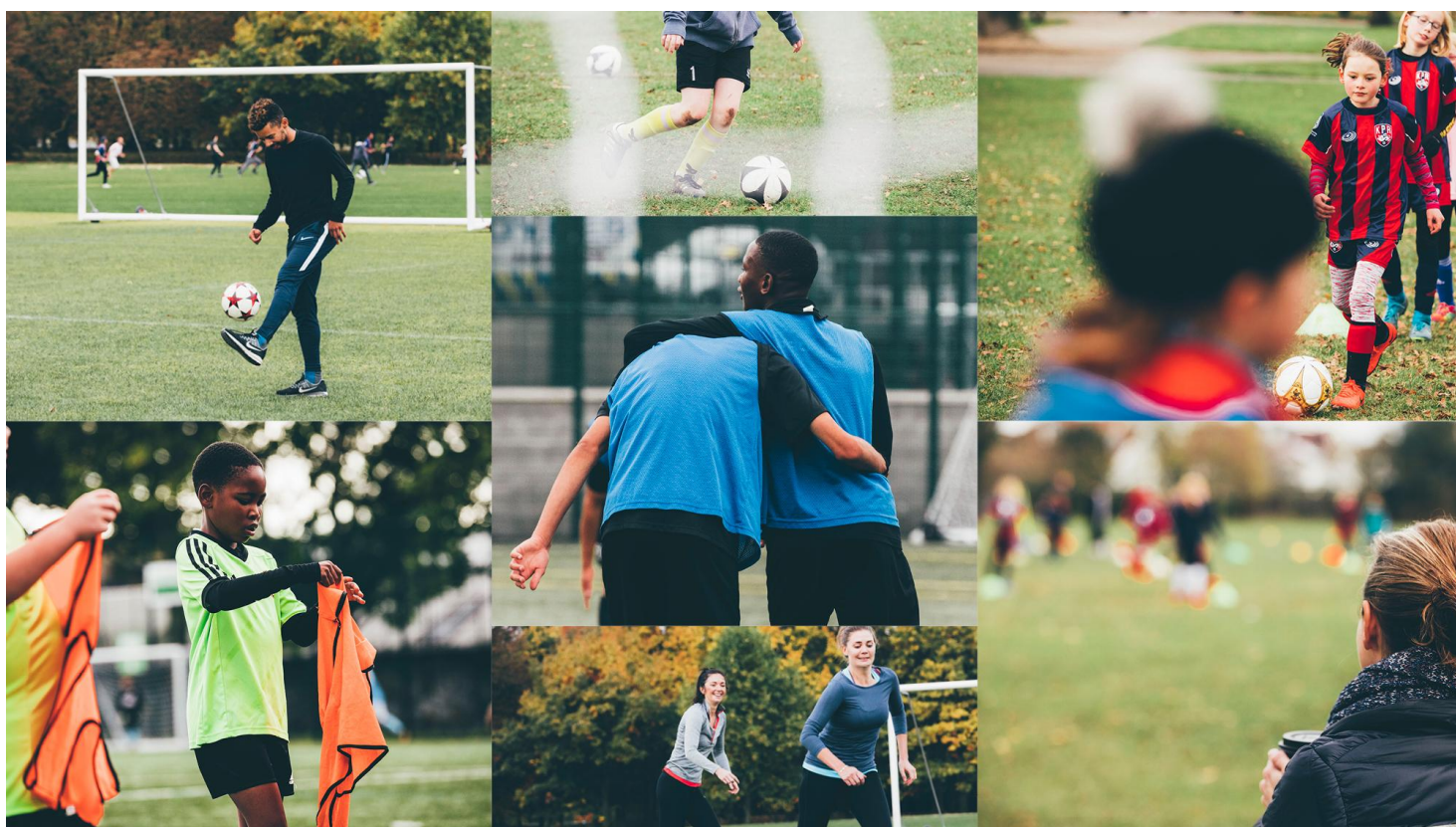
As a Technical Project Manager (TPM), you will act as the Football Foundation's (Foundation) technical representative for a portfolio of capital sports infrastructure projects.

Working alongside applicants, consultants and contractors, you will provide technical leadership from initial concept through design, procurement, construction and project completion, ensuring every facility is delivered safely, efficiently, represents excellent value for money and creates great places to play for local communities.

You will be responsible for the scrutiny of the technical/ construction aspects of capital grant applications; typically overseeing an individual annual portfolio of £10m-£20m of capital investment. The Foundation will invest over £105 million this year into community sports facilities nationally and you'll typically manage 40–60 live projects simultaneously.

You'll manage your own portfolio with the autonomy to organise site visits, prioritise workload and build relationships with applicants across your region. You will work in conjunction with the Foundation's Delivery Managers to ensure that the design of facilities is appropriate to the outcomes that are to be delivered, and that the procurement process runs efficiently, providing best value. Following a positive funding decision, you will oversee the construction process to ensure that the build is completed to programme, to budget and in accordance with the agreed specification, as well as managing the payment of grants to applicants.

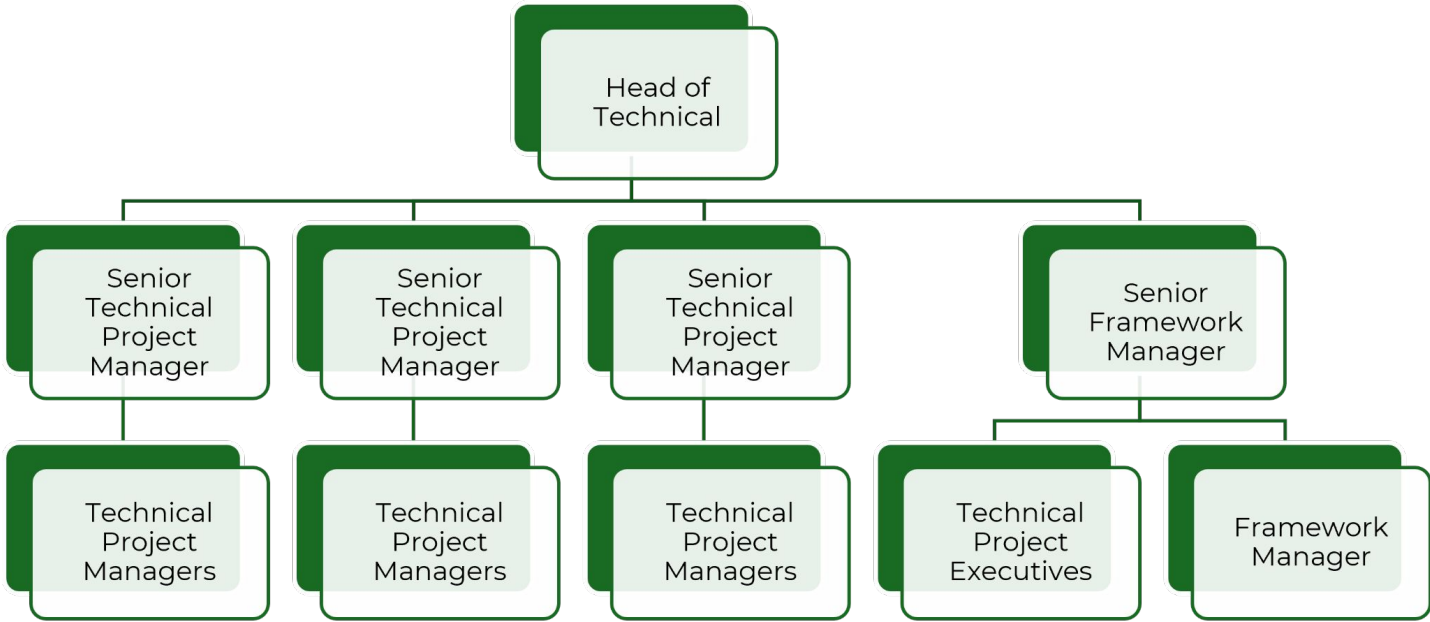
The Foundation is committed to improving the environmental sustainability of the facilities it invests in. As a Technical Project Manager, you will support the delivery of this commitment by promoting sustainable design principles, encouraging whole-life thinking and helping applicants make informed decisions that balance environmental, technical, financial and community outcomes.



KEY OBJECTIVES



- ✓ **Provide expert support, guidance and advice to organisations developing football facilities projects to be submitted to the Foundation, to ensure that the design meets best practice and procurement provides best value.**
- ✓ Compile Assessment Reports which concisely articulate the merits and risks associated with the technical aspects of applications submitted to the Foundation and provides decision-makers with the key information to quickly make robust investment decisions.
- ✓ **Oversee the construction delivery of funded Foundation projects, to ensure that they are delivered on time, to budget and in accordance with the agreed specification.**
- ✓ Manage the grant payments process for funded Foundation projects, to ensure that payments are made in accordance with grant terms and conditions, and that risk of impropriety is minimised.



KEY RESPONSIBILITIES



- ✓ Provide expert support, guidance and advice to organisations developing football facilities projects to be submitted to the Foundation, making sure that as passionate supporters, we support the game in any way we can, and that applicants can access funding as easily as possible. Additionally, ensure that:
 - Designs meet Foundation and FA guidance, adhere to best practice, and are appropriate to deliver expected outcomes; and
 - Procurement processes provide best-value and manage risks appropriately.
- ✓ **Work collaboratively with Delivery Managers and Premier League Stadium Fund (PLSF) Technical Managers and other colleagues to develop technically robust projects that align with investment priorities and maximise community outcomes.**
- ✓ Assess the technical viability of projects through site inspections, identifying risks and opportunities to inform robust investment decisions.
- ✓ **Manage procurement through the Foundation's approved frameworks, overseeing design development and consultant performance to ensure value for money and quality outcomes.**
- ✓ Support the continuous improvement and performance management of the Foundation's delivery frameworks, helping maintain high standards across suppliers and consultants.
- ✓ **Evaluate the technical, commercial and delivery viability of capital projects, providing evidence-based recommendations that support investment decisions.**
- ✓ Support the Foundation's environmental sustainability objectives by considering whole-life impacts, promoting sustainable design and procurement practices where appropriate, and encouraging applicants and delivery partners to adopt practical measures that reduce environmental impact while maintaining quality, value for money and community benefit.
- ✓ **Protect the Foundation's long-term investment by ensuring appropriate legal security and property arrangements are in place before funding is released.**
- ✓ Participate in a peer review of all applications, to ensure that they are in ultimate condition before presentation to decision-makers. Provide respectful challenge and constructive feedback to colleagues. Receive the same in a receptive, open-minded manner.
- ✓ **Present technical recommendations to decision-makers, providing clear advice that supports confident and informed funding decisions.**
- ✓ Lead the successful delivery of capital projects from funding approval to completion, ensuring they are delivered safely, on time, within budget and to the required quality.
- ✓ **Be accountable for ensuring all technical grant conditions are discharged in accordance with Foundation requirements before funding is released or projects progress. Coordinate proactively with the Foundation's solicitors, applicants and other stakeholders to secure the necessary legal protections, grant security and technical approvals, taking ownership of progress, maintaining accurate records and escalating issues where timely resolution is at risk.**
- ✓ Authorise grant payments in line with project progress and funding conditions, protecting the Foundation's investment and ensuring robust financial governance.
- ✓ **Maintain accurate project records and performance information to support effective programme management and governance.**

OTHER ACTIVITY:



- ✓ Undertake any other reasonable management request, including duties as can be reasonably expected to ensure the smooth running and efficiency of the Technical Team, the Grant Management Team and the wider organisation.
- ✓ **Carry out duties and responsibilities of the post in accordance with Foundation policies, including our commitments to sustainability, environmental responsibility and continuous improvement.**
- ✓ Ensure compliance with data protection in all matters.
- ✓ **Uphold our 'Four Corners' (our company values).**
- ✓ Demonstrate a commitment to the principles and values of equality, equity, diversity and inclusion.
- ✓ **A willingness to travel extensively across the country, as necessary, including regular travel to the Foundation office at Wembley Stadium, London, is an essential part of the role.**

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 business 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.

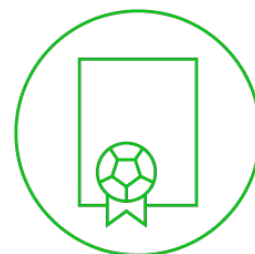


APPLICATION REQUIREMENTS



QUALIFICATIONS

- ✓ Degree, professional qualification **or equivalent practical experience** in construction, surveying, architecture, civil engineering, project management or a related discipline.



KNOWLEDGE & EXPERIENCE

ESSENTIAL:

- ✓ Technical Project Managers must hold a current and valid driving licence and have access to their own vehicle to carry out the role requirements. The vehicle must comply with road traffic law, be in a safe and roadworthy condition, and be fit for purpose. The vehicle must also be insured for business use.
- ✓ **Understanding of construction procurement routes, including frameworks, contract administration, and supplier management, with the ability to identify and manage contractual risks and support successful project delivery.**
- ✓ An expertise in the construction processes with the ability to identify, assess and manage technical, commercial, legal and delivery risks, implementing proportionate mitigation measures and exercising sound professional judgement.
- ✓ **Experience delivering construction projects from inception to completion, including agreeing scope, optimising design, procuring to achieve best-value and overseeing successful construction to time, budget, and in accordance with the agreed specification.**
- ✓ An expertise in analysing drawings, specifications, and related documentation, and experience of attending building sites and conducting site assessments/inspections.
- ✓ **Experience of producing detailed and robust reports for decision-makers and communicating complex matters in a coherent manner.**
- ✓ Familiarity with presenting to panels or committees, and ability to generate confidence in proposals/arguments.
- ✓ **Accustomed to coordinating work remotely via email, video conferencing and phone.**

DESIRABLE:

- ✓ A comprehensive knowledge and understanding of the design of sports facilities such as 3G and natural turf pitches, changing pavilions and stadia.
- ✓ **Experience participating in peer-review exercises to ensure consistency and continuity of approach across a portfolio of projects.**
- ✓ Knowledge of, or an interest in, sustainable construction, whole-life asset management, environmental good practice or the delivery of more sustainable sports infrastructure.
- ✓ **Knowledge of the legal and operational considerations affecting community sports facilities, including tenure arrangements and mechanisms used to secure and protect investment.**

SKILLS AND ABILITIES

ESSENTIAL:

- ✓ **Strong project management skills, with the ability to plan, coordinate and oversee multiple construction projects simultaneously, managing scope, quality, budget, timescales and risk to achieve successful outcomes.**
- ✓ Demonstrates sound technical judgement, critically evaluating drawings, specifications, surveys, consultant reports and other technical information to identify risks, challenge assumptions and support robust investment decisions. drawings, specifications, surveys and consultant reports, using professional judgement to identify risks, challenge assumptions and inform investment decisions.
- ✓ **Commercially astute, able to evaluate costs, assess value for money and make balanced recommendations that protect investment and maximise project outcomes.**
- ✓ Proactively identifies, assesses and manages technical, commercial and delivery risks, taking ownership of issues, implementing appropriate mitigation measures and escalating concerns where necessary to protect the Foundation's investment.
- ✓ **Builds credibility and productive relationships with applicants, consultants, contractors, local authorities, governing bodies and funding partners, influencing, negotiating and constructively challenging to achieve successful project outcomes.**
- ✓ Produces clear, concise and evidence-based reports that present technical information, risks and recommendations in a way that supports effective decision-making by panels, committees and senior stakeholders.
- ✓ **Exercises professional judgement making informed technical decisions while recognising when issues require escalation or specialist advice.**
- ✓ Strong communication and presentation skills, able to explain complex technical matters confidently and persuasively to both technical and non-technical audiences.
- ✓ **Collaborative and relationship-focused, able to work effectively across teams and disciplines, contributing to shared objectives while maintaining accountability for delivery.**
- ✓ Adaptable and solutions-focused, embracing change, challenging established ways of working and identifying opportunities to improve processes, efficiency and outcomes.
- ✓ **Demonstrates integrity, initiative and accountability, taking ownership of outcomes, responding positively to feedback and maintaining a commitment to continuous professional development and high professional standards.**
- ✓ Proficient in the use of Microsoft Office and other digital systems, with the confidence and capability to utilise technology effectively for project management, reporting, collaboration and stakeholder engagement..

DESIRABLE:

- ✓ **Ability to assess sports facility designs and development proposals, identifying opportunities to improve quality, accessibility, sustainability and long-term viability.**

APPLICATION OFFER – TECHNICAL PROJECT MANAGER (SPORTS FACILITIES & INFRASTRUCTURE)



SALARY & BENEFITS

- ✓ **Salary range: £42,000 to £50,000 per annum**
- ✓ **25 days annual leave plus bank holidays**
- ✓ A **generous pension scheme** (8% employer contribution), **free healthcare provision**, a **monthly gym subsidy**, **death in service benefit**, **free match tickets** and **access to selected events at Wembley**
- ✓ 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:

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: 9th August 2026, midnight

We appreciate the time and effort that every applicant invests in applying to join us. Due to the high volume of applications we receive, we are only able to contact candidates who are shortlisted for interview. If you have not heard from us within two weeks of the closing date, please assume that your application has not been successful on this occasion.

We aim to provide feedback to shortlisted candidates who are unsuccessful at interview. Unfortunately, due to the number of applications received, we are unable to provide individual feedback to applicants who are not shortlisted for interview. We thank you for your interest in the Football Foundation and wish you every success in your future career.

2. SELECTION

All applications received will be shortlisted against the role requirements and person specification. Those most closely matching our requirements will be invited to take part in an online interview.

Virtual interviews will be held 17/18 August, with in-person interviews held 26 August at Wembley Stadium.

3. CHECKS AND REFERENCES

If you are successful in your application, we will ask you to provide us with the contact details of two organisations that we can apply for an employment reference; one of which must be your current/most recent employer. Please be aware that the Foundation aim to have all references in place before new team members commence employment with us.

Under the Immigration, Asylum and Nationality Act 2006, you are required to provide evidence of your right to work in the UK. If called for an interview, you will be advised of the documents that you will need to provide, which, if you are offered employment, will be checked to ensure the Foundation complies with current legislation.

FURTHER INFORMATION AND QUERIES

This Recruitment Pack is designed to be comprehensive; however, if you have any further questions regarding this role, please email: jobs@footballfoundation.org.uk

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 Talos - our application platform - 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

