



RECRUITMENT PACK

Technical Project Manager
April 2021





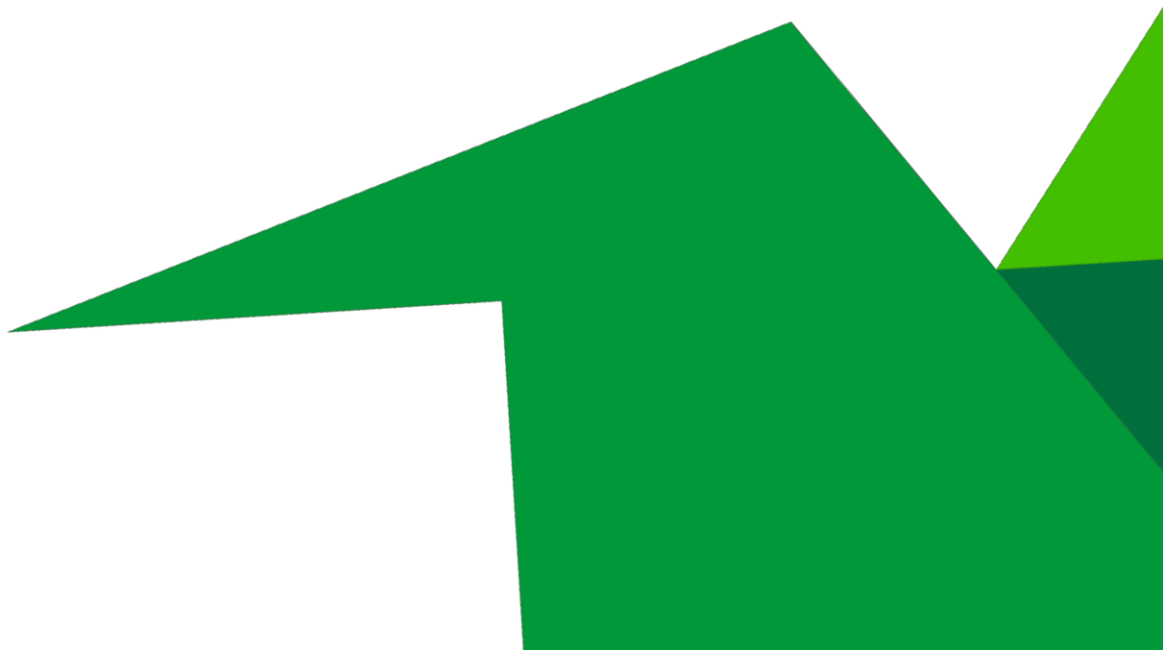
ABOUT THE FOOTBALL FOUNDATION

The Football Foundation is a UK registered charity (charity number 1079309) and company limited by guarantee (registration number 3876305). It was incorporated in November 1999 as The Football Trust Charitable Trust, changing its name to the Football Foundation (Foundation) in April 2000.

Funding is received from the very top of the professional game through the Premier League (PL) and The FA and from the Government, via Sport England (SE) – collectively known as our funding partners.

Our funding partners have agreed a National Football Facilities Strategy (NFFS), which prioritises the distribution of the capital funding that they provide. The Foundation is the responsible delivery partner for this funding. It then uses this money to leverage further partnership funding, to deliver a programme of new and improved community sports facilities in towns and cities across the country.

Since it was launched in 2000, the Foundation has delivered projects worth more than £1.4 billion, which has developed more than 700 third-generation (3G) artificial grass pitches (AGP) with floodlights, more than 1,000 modern changing pavilions, and helped to renovate and properly maintain thousands of natural turf football pitches up and down the country. These high quality, sustainable facilities are helping to improve the experience of those who play football for the love of doing so, to stay fit and healthy, and to help better players be as good as they can be by developing their potential.





PURPOSE OF THE ROLE

A National Football Facilities Strategy (NFFS) has been developed, which will prioritise the distribution of capital funding provided by The Premier League (PL), The FA and the Government, via Sport England (SE). The Football Foundation (FF) is the responsible delivery partner for this funding.

The priorities within the NFFS have been translated into local priorities via the development of 318 'Local Football Facilities Plans' (LFFPs), which articulate the needs of football across every Local Authority area. Using this insight, the Funding Partners have agreed the 'Investment Priorities' for the period through to FY25, therefore providing clear strategic direction for the type, scale and location of projects to be delivered.

Technical Project Managers (TPMs) are responsible for the scrutiny of the technical/construction aspects of capital grant applications and ensure the successful completion of new and improved sports facilities. The role works in collaboration with partner organisations to provide professional advice and guidance to applicants to assist with the development of capital projects, both at grass-roots level and within the Football League and National League system.

This is an exciting opportunity to use your professional experience to help improve lives and strengthen communities through grassroots football.

LOCATION

Depending on the location of the successful candidate, the role will either be home-based or based in our London office in Paddington, with flexible working options available.

At present, all staff are home-based due to COVID-19.

As you will work across the country, 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.



KEY RESPONSIBILITIES OF THE ROLE

Working with an established team, there will be an opportunity for you to get involved in all aspects of the business and undertake a variety of projects. This will include:

- In consultation with Foundation Delivery Managers and County FA facilities leads, liaising with applicants and their representatives to assist them through the grant application process.
- Undertaking site inspections as necessary, to ascertain the nature, background and viability of proposals, liaising closely with Delivery Managers.
- Project managing the end-2-end process from the submission of an application through to project opening and final payment.
- Assisting with or preparing pre-construction information.
- Undertaking an assessment of grant applications and contributing to the production of an assessment report by inspecting the design solutions for facility projects and reporting on production drawings, specifications, material selection. Critiquing and analysing the viability of cost proposals, contractual procurement, the programme of works and associated risks.
- Advising on design solutions and compliance with relevant technical policy guidelines, and statutory requirements.
- Assessing arrangements of security of tenure of the site in question to ensure that sufficient security for the Foundation's investment is provided.
- Attending panel/group meetings to present technical reports on applications, as required.
- Undertaking inspections during construction as necessary, reporting on progress, quality and compliance with the original design.
- Assisting and advising Football League, FA National League AND fa Women's National League clubs through the Football Stadia Improvement Fund application process.



- Liaising with statutory and governing bodies, and other organisations, as appropriate.
- Undertaking research, such as assisting in the production of technical guidance or policy.
- Providing other technical support, training and advice as required for the Grant Management team; liaising with other teams on such issues as necessary.

Other Activity

You will also be responsible for undertaking any other reasonable management request, including duties as can be reasonably expected to ensure the smooth running and efficiency of the Foundation's Grant Management Department and the wider organisation.

QUALIFICATIONS

The Foundation is looking for graduates with a construction related degree or professional qualification (for example, RICS, CIOB, RIBA or equivalent).





KNOWLEDGE AND EXPERIENCE

Ideally, we are looking for candidates with at least five years of experience in a construction or technical role who have the competence, knowledge and know-how to quickly take on the full responsibilities of the TPM role.

The Foundation offers a supportive and collaborative environment, and we are committed developing the skills and confidence needed to succeed in a TPM role. This opportunity is designed to provide candidates, at whatever level of experience, with hands-on, practical experience with the support and guidance appropriate.

In time, you will be responsible for managing a portfolio with a particular emphasis on ensuring that the design, procurement, and delivery of capital projects meet relevant requirements whilst safeguarding the Foundation's or the Football Stadia Improvement Fund's investment.

For more experienced applicants with several years in a similar role, we are looking for you to be able to demonstrate considerable experience across the following areas:

- Analysis of drawings, specifications and related documentation
- Feasibility reports
- Advising and guiding non-technical specialists
- Evaluation of on-going building works to ensure they are completed to specification
- Identifying required changes to plans and communicating what is needed
- Experience of working on building sites, assisting in site inspections and directing the work
- Reporting to Committee and attendance of Panel meetings.



All candidates should be able to demonstrate some knowledge and experience of the following:

- Budget and financial monitoring
- An understanding of procurement frameworks
- Knowledge of project management principles and methodology and the ability to apply these in practice
- An understanding of the design process and the principles of risk reduction
- Working knowledge of Microsoft Office

SKILLS AND ABILITIES

TPMs are expected to demonstrate all of the following personal competencies and the capacity to apply these to the role:

- Empathy with the vision, mission and aims of the Foundation and a way of working that demonstrates this.
- Working collaboratively with clients and suppliers, demonstrating confidence in dealing with people at all levels.
- Friendly and personable, with a professional approach.
- Ability to analyse and evaluate information and other evidence.
- Ability to communicate clearly and sensitively and to take an active part in discussions.
- Accurate and systematic in approach, with attention to detail.
- The ability to juggle a wide range of activities, prioritise own workload, deal with conflicting demands and meet tight deadlines.
- Excellent written and spoken English.
- A team player, flexible and willing to support others at times when particular organisational priorities take precedence.
- Able to process and articulate complexity in a clear and coherent way.

We are looking for applicants with a desire to develop professional and commercial skills with enthusiasm and energy and the ability to work under their own initiative. Successful candidates will also have a genuine interest in the charitable sector, as well as an interest in sports.



WHAT WILL THE FOUNDATION OFFER YOU?

The salary band for this role is £37,000 - £47,000 per annum (depending on relevant skills and experience). You will initially be entitled to 25 days annual leave plus bank holidays. We also offer a generous pension scheme (8% employer contribution), free health care 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 staff maintain a healthy work-life balance, so offer flexible working hours around core hours to help you achieve that.

PROBATION

Appointment is subject to satisfactory completion of a six-month probation.

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 colleagues in the Grant Management Team about processes and practices.





EQUALITY AND DIVERSITY COMMITMENT

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.

The Football Foundation values diversity and is committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. We are looking to develop a workforce that effectively represents the broad, diverse national constituency that we support, and which provides for the broadest range of opinions. Accordingly, we encourage candidates from all walks of life and backgrounds to apply if they meet the specified criteria.

Reasonable adjustment to the interview and application process can also be made for any candidates with a disability, please contact us at: jobs@footballfoundation.org.uk



APPLICATION PROCESS

To apply, please follow the steps outlined below:

1. Complete an anonymous Equal Opportunities form:
Please click [here](#) to fill it out.
2. Then please send the following to jobs@footballfoundation.org.uk
 - o CV
 - o Cover letter - please highlight briefly and clearly how your skills, abilities and experience equip you for the role, together with your reasons for applying.

The closing date for applications is:

11.59pm Sunday 25 April 2021

Please submit your application as soon as possible, as the Foundation reserve the right to change the closing date of our vacancies.

Due to the volume 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.

SELECTION PROCESS

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. Currently the interviews are due to take place around the **week commencing 10 May 2021**.



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 staff 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.

Successful candidates may also be required to undertake a Disclosure and Barring Service (DBS) check before officially joining the Foundation.

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.