



# RECRUITMENT PACK

Framework and Procurement  
Manager

December 2019



# CONTENTS

About the Football Foundation	3
Purpose of the role	4
Location	4
Responsibilities of the role	5
Qualifications	7
Experience	7
Skills and abilities	8
What will the foundation offer you?	9
Induction	9
Probation	9
Equality and diversity	10
Application Process	11
Selection Process	11
Checks and references	12
Further information and queries	12
Data protection	13





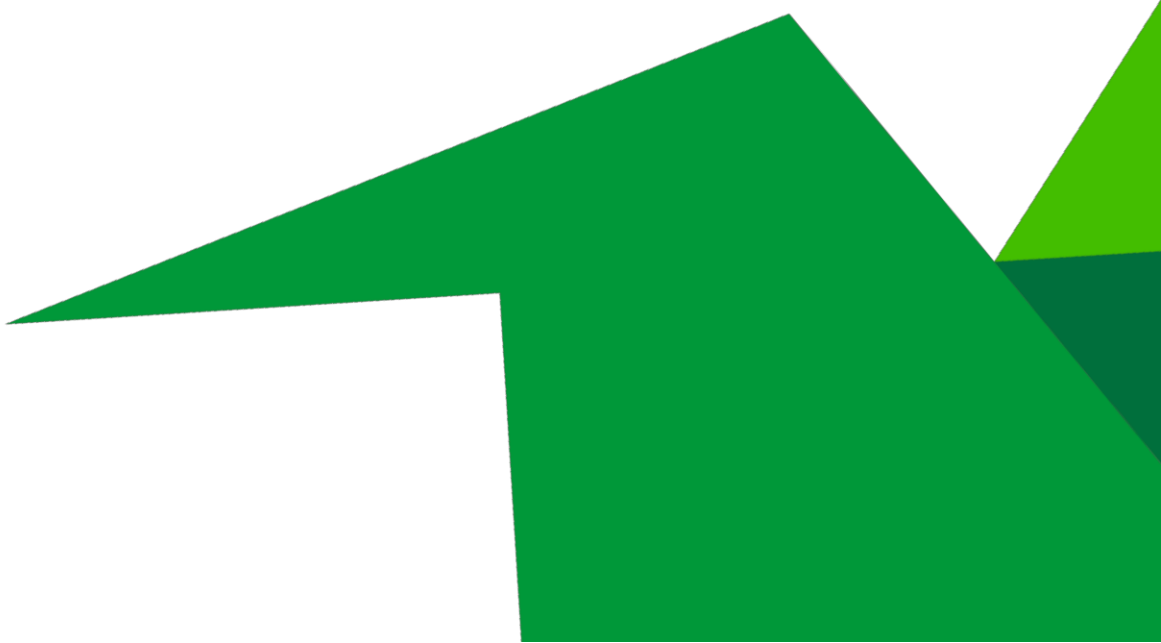
# ABOUT THE FOOTBALL FOUNDATION

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 £1.5 billion, which has developed more than 780 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

As part of the National Football Facilities Strategy, the Foundation has a responsibility to deliver high quality 3G Football Turf Pitches (FTPs), whilst ensuring best value is achieved through responsible procurement. To achieve this, a new iteration of an 'Artificial Grass Pitch (AGP) Framework' is currently being established and is due to commence early in 2020.

The Framework and Procurement Manager (FPM) is responsible for the overarching management and scrutiny of the AGP Framework to ensure that suppliers and consultant services comply with the requirements of the Framework and meet stringent Key Performance Indicators (KPI's).

The FPM is also responsible for driving initiatives that ensure an innovative approach to 3G FTP delivery is adopted by all Framework members, including areas that effect environmental impact, sustainability and quality performance.

Additionally, the FPM will assume responsibility for ensuring the Foundation uses its status as the largest UK sports charity to achieve best value. This will be achieved through optimising the way in which fundable items, such as goalposts, floodlights and pitch maintenance machinery are procured.

## LOCATION

The role will be either home or office-based and will depend on the location of the successful candidate.



# RESPONSIBILITIES OF THE ROLE

1. Act as the 'Framework Manager' for the AGP Framework, as defined with the ACA FAC-1 Framework Alliance Contract, and oversee/manage AGP Suppliers, FMC and STC, to ensure that all parties comply with the requirements of the Contract and deliver in accordance with expectations.
2. Production and management of appropriate KPI structures to enable stringent monitoring of supplier and consultant performance within the AGP Framework.
3. Design and maintain a project tracker for the portfolio of AGP projects within RIBA stages 1-7, including risk analysis of delivery, cost and quality.
4. Collation, analysis and reporting of performance data ensuring up-to-date information on appropriate systems and trackers. This will enable the production of monthly/quarterly reports for both in-house and external stakeholders.
5. Attending and leading, where appropriate, regular performance meetings and workshops with AGP Framework members. The FPM will be responsible for driving collaborative working and developing and maintaining an environment of continual improvement in the design, cost, quality and maintenance of 3G FTPs.
6. Challenge supplier's norms and champion innovation, to ensure that the greatest value for money is always achieved.
7. Carry out customer satisfaction measurement by appropriate methods, ensuring that any improvements or actions are communicated to the Suppliers, FMC, STC and FF Technical Team.
8. Undertake site inspections during construction as necessary, reporting on progress, quality and compliance with the requirements of the AGP Framework.
9. Take a lead role in the development of procurement initiatives (which may include National Framework Agreements, or establishing preferred suppliers, as appropriate), for, but not limited to, the provision of floodlights, sports equipment, pitch maintenance equipment, etc. This will include selection, briefing, appointment and management of external suppliers and consultants.



10. Maintain an understanding of the current AGP marketplace and latest technical developments, and disseminate this information to Senior Managers, Technical Project Managers and other members of the Grant Management Team, as appropriate.
11. Undertaking research, such as assisting in the production of guidance notes or technical policy, as directed.
12. Provide technical support, training and advice as required for the Grant Management team; liaising with other Foundation teams on such issues as necessary.

### **Other activity**

1. Undertake any other reasonable management request, including duties as can be reasonably expected to ensure the smooth running and efficiency of the FF Grant Management Department and wider FF organisation.
2. Carry out duties and responsibilities of the post at all times in accordance with Foundation policies.





## QUALIFICATIONS

1. Degree, or equivalent, in Civil Engineering or Quantity Surveying or other relevant discipline (Essential).

## KNOWLEDGE AND EXPERIENCE

2. The role requires an excellent understanding of the design and construction process for 3G FTPs. A detailed knowledge and understanding of the following is essential to the role:
  - a. Analysis of synthetic turf pitch design, specification and testing;
  - b. Project Management principles and methodology;
  - c. Procurement and management of supply chains;
  - d. Procurement initiatives;
  - e. Understanding of framework and construction contracts and proven experience of preparing, reviewing and agreeing contract terms;
  - f. Working on construction sites;
  - g. Evaluation of on-going construction works;
  - h. Collation and analysis of data;
  - i. Cost and performance reporting; and
  - j. Risk management.
3. An understanding of sport or funding agency experience is desirable.
4. A working knowledge of Microsoft Office 365.



## SKILLS AND ABILITIES

5. Working collaboratively with clients and suppliers, demonstrating confidence in dealing with people at all levels and ability to drive a collaborative approach.
6. Good commercial awareness and judgement and the ability to understand, control and mitigate risks.
7. Applying financial management principles to procurement processes and managing related budgets.
8. Implementing appropriate processes and recognising gaps for improvement.
9. Strong negotiation skills with the ability to influence others.
10. Excellent communication skills with a strong customer focus and able to process and articulate complexity in a clear and coherent way.
11. Strong problem-solving skills with the ability to make recommendations based on well thought out evidence and rationale.
12. Close attention to detail, good organisation skills, and the ability to develop and implement effective administration processes.
13. Ability to be proactive and work in a fast-paced environment, managing your own time and prioritising effectively, particularly when there are conflicting priorities.
14. A team player, flexible and willing to support others at times when particular organisational priorities take precedence.

## IN ADDITION

15. Demonstrate empathy with the vision, mission and aims of the Foundation and a way of working that demonstrates this.
16. Hold a current clean driving licence and have access to own vehicle to make site visits as necessary.



# WHAT WILL THE FOUNDATION OFFER YOU?



The salary band for the role is £50,000 to £55,000 per annum. The scope of the role and remuneration package will be matched to the experience of the successful candidate and will be dependent on qualifications and experience specific to the role requirements

You will initially be entitled to 25 days annual leave plus bank holidays (which increases after 2 years), plus additional time off to volunteer and the option to buy or sell annual leave. We also offer a generous salary sacrifice 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 about processes and practices, and about the role itself.

As part of the induction process you will need to spend some time in the Head Office in London. This will enable you to start to understand the culture of the Foundation and the way we work and learn from your colleagues in the Grant Management Team about processes and practices. If you are successful in your application, we will discuss and agree together the duration of your induction period.



## EQUALITY AND DIVERSITY

The Foundation is 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. While we will appoint on merit, the Foundation is committed to establishing a workforce that represents a diverse range of backgrounds, knowledge, experience and personal attributes. Accordingly, we encourage candidates from all walks of life and backgrounds to apply if they meet the specified criteria. Reasonable adjustment to the interview process can also be made for any candidates with a disability.

All applicants are encouraged to complete the Foundation's Equality and Diversity Monitoring Form, which can be found at: [https://footballfoundation-self.achieveservice.com/service/Equal\\_Opportunities](https://footballfoundation-self.achieveservice.com/service/Equal_Opportunities)

This confidential and anonymised form helps the Football Foundation to build up a picture of who is applying to join the organisation and monitor our progress in this area. This form will be kept separate from your application and will have no part in the shortlisting process.



# APPLICATION PROCESS

This is an excellent opportunity to join a team of talented individuals within the Grant Management Team at the Foundation, and to make a real difference to grassroots football.

If you would like an informal chat about the role, please contact us at [jobs@footballfoundation.org.uk](mailto:jobs@footballfoundation.org.uk) and we can arrange this for you.

To apply, you will need to provide your CV along with a covering letter that highlights briefly and clearly, how your skills, abilities and experience equip you for the role, together with your reasons for applying. This should be sent to [jobs@footballfoundation.org.uk](mailto:jobs@footballfoundation.org.uk).

To help us track the success of our recruitment campaign, it would be helpful if you could state in your covering letter where you saw the role advertised.

**The closing date for applications is midnight on Sunday 12 January 2020.**

Interviews will take place on **Monday 20 January 2020.**

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 interview at our Head Office in London.



## 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](mailto: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 jobs 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 - [footballfoundation.org.uk/about-us/jobs/](https://footballfoundation.org.uk/about-us/jobs/)

The Football Foundation positively welcomes and seeks to ensure we achieve diversity in our workforce and within our governance structure and that all applicants and employees receive equal and fair treatment. We value diversity, promote equality, and challenge discrimination. We encourage and welcome applications from suitably qualified and eligible candidates of all backgrounds.