

Job Description

Facilities Development Manager

Job Title:	Facilities Development Manager – covering a geographical area to be confirmed
Location:	Home Based - with travel as required
Salary:	£32,000 per annum (+ car allowance)
Contract:	12-month fixed-term maternity cover
Responsible to:	Interim Facilities Development Team Manager

BACKGROUND

England Hockey's mission is to "share the love of hockey and work together to make hockey more visible, relevant and accessible to all". The organisation currently focused on delivering the five objectives within its 2023-2028 strategic plan which can be found [here](#).

England Hockey is the National Governing Body for Hockey in England and is responsible for the management and development of the sport from grassroots to elite activities.

We:

- Have a membership comprising clubs (750+), counties (42), and Areas (8) that affiliated to England Hockey.
- Support approximately 160,000 individuals play in the club system, with an estimated 20,000 playing at university/colleges.
- Engage approximately C.900,000 children through school hockey.
- Support more than 15,000 coaches, umpires and officials.
- Operate with an annual income and expenditure of approximately £9m. Have an income/expenditure of average £9m.
- Employ around 75 staff and contract with approximately 50 part time consultants mostly in the performance and coaching area.
- Are currently the 'nominated country' on behalf of Great Britain Hockey to qualify and prepare the Great Britain squads for the Olympics.

Nature and Scope:

England Hockey's facilities work is critical in protecting, improving and developing hockey facility provision across the country. The updated Facilities Strategy, alongside the development of a facilities loan scheme, provides an exciting opportunity to increase and improve hockey provision nationally.

Working as part of the wider Development Department, the Facilities Development Manager will support implementation of the England Hockey Facilities Strategy. This includes



developing effective relationships with clubs, Sport England, other National Governing Bodies (NGBs), local authorities, education providers and industry partners.

The role is predominantly home-based and includes responsibility for managing a portfolio of projects and Playing Pitch Strategies within an assigned geographical area. Applicants must hold a full, clean driving license, have access to a vehicle, and be willing to undertake site visits. Monthly travel to England Hockey's Head Office at Bisham Abbey, Marlow will also be required.

KEY TASKS AND RESPONSIBILITIES

- Manage the day-to-day implementation of local facility plans in line with the England Hockey Facilities Strategy.
- Work with Club Development Managers to identify projects and sites for support and investment using data and insight to support wider business objectives, including Youth Strategy, Equality, Diversity & Inclusion (ED&I), and the Pitch Together Fund (Facilities Loan Scheme).
- Case manage identified projects to protect, improve and develop hockey facilities, including planning, design, technical guidance, revenue generation and financial modelling.
- Represent hockey effectively at Sport England facility planning and funding meetings and consultations.
- Contribute to the delivery of England Hockey strategic outcomes through Playing Pitch Strategies within Local Authority areas.
- Help maximise external investment into hockey facilities through sources such as Section 106 funding, grants and Community Infrastructure Levy (CIL).
- Support the development of England Hockey technical guidance and associated facility resources.
- Support the implementation and delivery of the Pitch Together Fund (England Hockey Facilities Loan Scheme.)
- Contribute to facilities education and support programmes for clubs.
- Build and maintain strong relationships internally and externally with key stakeholders, partners, and NGBs.
- Work proactively with external stakeholders across the sports construction industry to stay informed of developments and innovations in design, construction and maintenance.
- Always Represent England Hockey professionally and act in the organisation's best interests.
- Undertake any other duties consistent with the responsibilities of the role and organisational needs.

PERSON SPECIFICATION

England Hockey is a value-based organisation with a strong commitment to integrity, inclusion and collaboration. We are seeking enthusiastic, inspirational and highly skilled individuals who demonstrate the following values:

- Collaborate inclusively
- Care for people and places
- Play with spirit, win with grace
- Be resilient in everything we do



Qualifications and Experience

- Practical understanding of the sporting landscape in England, with demonstrable experience of facility provision and funding.
- Experience of the strategic and operational workings of sports clubs and facility providers.
- Experience of working with national and regional agencies within sport.
- Understanding of Local Authority planning legislation and its application.
- Understanding of sports lighting and artificial pitch design and construction.
- Recent experience of managing facilities and/or other related projects.
- Experience of providing customer support or guidance to community groups, grassroots sports clubs or voluntary organisations.
- Experience of building and maintaining strong working relationships internally and externally.

Skills and Abilities

- Strong organisational skills with the ability to manage competing priorities in a fast-paced environment.
- Ability to adapt communication and approach to build credibility with stakeholders from a range of backgrounds.
- Ability to negotiate, make difficult decisions, and communicate outcomes diplomatically.
- Ability to analyse problems and create bespoke solutions relating to finance, technical specifications, governance, and planning.
- Self-motivated and able to work independently to achieve objectives.
- Ability to develop and maintain effective relationships and influence both peers and senior stakeholders.
- Excellent written and verbal communication skills.
- Strong analytical and problem-solving capability.
- Excellent customer service skills with a proactive approach to improving customer experience.
- Flexible team player, willing to support activities outside normal functional responsibilities when required.
- Understanding and commitment to equality, diversity, and inclusion.
- Positive, proactive and solution-focused attitude.
- Willingness to work occasional unsociable hours and travel when required.

This job description is intended as a guide to the main responsibilities of the role and may be amended to reflect the changing needs of the organisation. All employees are expected to support England Hockey's major events programme.

To Apply:	Please submit your CV and a covering letter outlining the value you would bring to the role via email to careers@englandhockey.co.uk . England Hockey is committed to equality of opportunity and welcomes applications from all backgrounds. If you require any reasonable
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	<p>adjustments during the recruitment process, please contact the recruitment team.</p> <p>Please also complete the Equality Monitoring Form, which is separate from your application: https://www.surveymonkey.co.uk/r/EDIMon</p>
Closing Date:	Sunday 21 st June
Interview Date:	Thursday 9 th July @ Bisham Abbey, National Sports Centre