

Job Description

Facilities Development Manager

Job Title:	Facilities Development Manager - to cover a set geographical area as agreed
Location:	Home Based - with travel as necessary
Salary:	Circa £32,000 (+ car allowance)
Contract:	Fixed Term Contract – 11 months
Responsible to:	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 current focus for the organisation is delivery of its 5 objectives within the 2023-2028 strategic plan which can be found [here](#).

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

- Have a **membership** comprising clubs (750+), counties (42), and Areas (8) that affiliate to it. Approximately 160,000 individuals play in the club system, with an estimated 20,000 playing at university/colleges. C.900,000 children play at school. More than 15,000 coaches, umpires and officials are supported / developed.
- Have an **income/expenditure** of average £9m p.a. The Chief Executive is directly responsible for the operational budget but the Board, chaired by the Non-Executive Chair, approves the annual plan and budget.
- **Employ** 75 staff, and contract with approximately 50 part time consultants mostly in the performance and coaching area. Circa 50 volunteers work at national level to run the sport, with thousands more running the great bulk of grass roots hockey.
- **Are currently the 'nominated country' on behalf of Great Britain Hockey** to qualify and prepare the Great Britain squads for the Olympics. The England Hockey Chief Executive, Performance Director and Head Coaches represent Great Britain as well as England Hockey. There is a Great Britain President to chair the Great Britain board which meets three times a year.

Nature and Scope:

England Hockey's facility work is critical and focuses on the need to protect, improve and develop hockey facility provision. An updated Facilities Strategy, alongside the development of a facility loan scheme, provides an exciting opportunity for the facilities team to collectively improve and increase hockey provision across the country. Working as part of the wider Development Department, the Facility Development Manager will be responsible for supporting the implementation of the England Hockey Facilities Strategy, helping to develop effective working relationships with clubs, Sport England, other NGBs, local authorities, education sites, and Industry partners, and demonstrating



effective working practices to ensure appropriate resource is focused on the right projects / work areas at the right times. The role is predominantly home-based, with responsibility for managing a portfolio of projects/Playing Pitch Strategies within a set geographical area as required by England Hockey. To carry out the role, applicants are required to hold a current, clean driving license, have access to their own vehicle, and be willing to undertake site visits. Occasional visits to England Hockey Head Office in Bisham, Marlow are also required.

KEY TASKS AND RESPONSIBILITIES

- Manage the day to day implementation of local facility plans, as per the EH Facilities Strategy. Work with the Club Development Managers to select projects/sites for support/investment using data and insight where available to support wider business objectives (Youth Strategy, ED&I, Loan Scheme)
- Case manage identified projects on a live project list, in order to protect, improve or develop facilities used for hockey – this will include all aspects of facility development including planning, design, technical guidance, revenue generation and financial modelling
- As part of the facilities team, ensure effective hockey representation on all relevant Sport England facility planning and funding meetings and consultations
- Contribute to the delivery of EH Strategic outcomes (protect, improve, develop) within Local Authority areas in the production of the Playing Pitch Strategies
- Help to maximise investment into hockey facilities from external sources (s106, Grants, CIL etc)
- Support the production of EH's technical facility guidance, and associated resources
- Support the set up and delivery of the EH Facilities Loan Scheme, as required
- Contribute to the development and delivery of a facilities education and support programme for clubs
- Develop and maintain strong working relationships, externally with key industry partners and NGB's and internally with other colleagues, teams and departments
- Alongside the Facilities Team Manager, proactively work with external stakeholders across the sport construction industry to keep updated on changes and innovation covering all aspects of a build (design, construction and maintenance)
- At all times, act as an ambassador for, and promote the best interests of, EH.
- Undertake such other duties as may be required from time to time that are consistent with the responsibilities of the post and the needs of EH.

PERSON SPECIFICATION

We are a values-based organisation with a strong ethos to work with integrity and nurture an environment of inclusion. We are looking for enthusiastic, inspirational, and highly skilled individuals who demonstrate through their behaviour the values of England Hockey:

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

Qualifications and Experience

- Practical understanding of the local sporting landscape in England, with demonstrable experience of facility provision and funding
- Experience of the strategic and operational workings of sports clubs/facility providers
- Experience of working with national and regional agencies in sport
- Understanding of Local Authority planning legislation and its application
- Understanding of sport lighting and artificial pitch design and construction
- Recent experience in managing facility and/or other projects
- Experience of providing customer service or support 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 cope with competing priorities by multitasking in a fast-paced environment.
- Ability to adapt approach to build credibility with stakeholder from a variety of backgrounds at local and regional level, along with the ability to inspire and engage others
- Ability to negotiate, make tough decision and communicate decisions with diplomacy
- Ability to analyse problems and create bespoke solutions across several areas such as financial management, technical specifications, governance and planning
- Highly motivated and able to work under his/her own direction to achieve objectives
- Identifies, develops and maintains relationships and partnerships internally and externally with the ability to influence upwards and with peers
- Excellent written and spoken communication skills with the ability to absorb and disseminate information in a clear, accurate and understandable way.
- Ability to analyse and problem solve
- Strong customer service skills with a propensity to look for opportunities to enhance the customer experience.
- An effective team member with sufficient flexibility and willingness to take on roles outside of her/her normal functional responsibility when required
- An understanding and commitment to the principles of equality, diversity and inclusion.
- A pro-active and 'can do' attitude
- Willingness to work unsociable hours and travel.

This job description is not intended to be regarded as inclusive or exhaustive and will be amended in the light of the changing needs of the organisation. All employees will be expected to support our major events.

To Apply:	Please submit your CV and a covering letter that clearly demonstrates the value you would bring to this role by email to careers@englandhockey.co.uk England Hockey is committed to opportunities for all, please complete the equality monitoring form, which is separate to your application: https://www.surveymonkey.co.uk/r/EDIMon
Closing Date:	5pm, Monday 27 th May
Interview Date:	W/C 3 June @ Bisham Abbey National Sports centre