



# RECRUITMENT PACK

Database Engineer  
September 2021





# INTRODUCTION FROM OUR CEO

Thank you so much for taking the time to find out more about the Football Foundation and this fantastic opportunity. I am 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 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 – 318 individual Local Football Facility Plans – to be delivered over the next nine years. Each plan contains individual projects that need developing, assessing, funding and then measuring.

To help us achieve these ambitions we need the right foundation and infrastructure in place. As our expert in database engineering, you will be contributing to the implementation and set up of our new grant management system, working alongside our implementation partner. You will also develop and manage a relational database model for us, and have involvement with the recording, organising and analysis of data to support the delivery of the Football Foundation's strategy and operations. We will be looking to you to help us maximize our data integrity and find ways to continue to improve our performance.

We have a great deal to get done, but how we do it matters too. We are striving to be an inclusive and diverse organisation – not only in the outcomes we deliver – but in how it feels to be one of the team. Helping to support the Football Foundation will give you the chance to deliver a positive impact in every community in England; to help transform lives and communities through great places to play; and to be part of a team that works hard and plays fair to achieve its goals.

I hope you take the time to apply.

Robert Sullivan, **Chief Executive Officer**



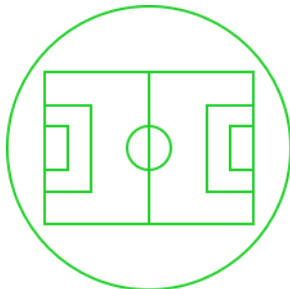
# ABOUT THE FOOTBALL FOUNDATION

## Together for Football.

We're the Football Foundation - the Premier League, the FA and government's charity delivering upon a shared vision to help communities improve their local football facilities through grants.

We're the only example of a partnership between a national Government and a national sport coming together to support communities throughout the country.

Over the last 20 years we've been busily planting the seeds to grow grassroots football, transforming communities where demand is greatest, and impact will be strongest. We have worked closely with local authorities, County FAs and other passionate people in communities up and down the country to deliver over 17,000 sports projects worth over £1.8 billion and we've got big plans to revolutionise England's grassroots facilities over the next decade.



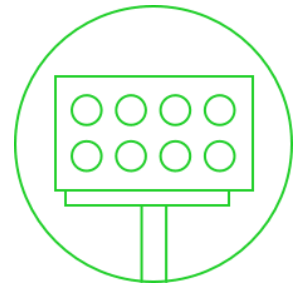
**20,000**

Improved grass pitches  
over the next 10 years



**1,300**

3G facilities over the next  
10 years



**1,700**

New pavilions over the  
next 10 years






Our approach to achieve these goals includes:

- **A National Football Facilities Strategy** which sets out the Football Foundation's ambition to transform England's grassroots game over the next ten years. The Premier League, The FA and Government aim to deliver thousands of new pitches, while also investing in the improvement of existing grass pitches and off-pitch facilities across the country.
- **Local Football Facility Plans** – In order to achieve our ambition, The Football Foundation has worked for the last three years with The FA, local authorities, County FAs and communities to create 318 Local Football Facility Plans for every area in England. Local stakeholders have provided crucial knowledge on current football provision and the demand for future facility developments.
- **Grass Pitch Improvement Strategy** – We are working alongside The FA with a 10-year plan to transform the quality of 20,000 grass pitches across the country. We'll achieve this by collaborating with experts and volunteers, investing in facilities, and innovating to develop new products to make knowledge, support & funding more accessible. The majority of grassroots football is still played on traditional grass pitches, and maintaining these spaces to the highest quality is crucial.
- **Our Hubs** – A £200m investment in multi-pitch hubs has enabled us to work in partnership with councils and local football organisations, with hubs already in Liverpool, London, and Sheffield.
- **All weather pitches** - In 2019, we opened 77 new floodlit third generation (3G) pitches, guaranteeing access to hundreds of thousands of people across the country, no matter the weather. The installation of 3G artificial grass pitches provides the single biggest increase to participation of any of our facilities and our goal is to install 1,300 over the next 10 years.
- **Changing pavilions** - We constructed and refurbished over 57 pavilions in 2019, providing players and match officials with safe, secure spaces to get changed, whilst also acting as hubs for the delivery of vital community outreach work. We're committing to 1,700 new pavilions over the next 10 years.



## OUR IMPACT

Since 2000, we have 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.

		
6426 NATURAL GRASS PITCHES IMPROVED	942 ARTIFICIAL GRASS PITCHES INSTALLED	1200 CHANGING ROOM PAVILIONS BUILT AND REFURBISHED

## OUR FINANCES

With the recent announcement from the government to invest a further £75million into grassroots football, the Football Foundation is well-supported to continue to invest in pitches and communities across the nation.



## THE ROLE

As our Database Engineer you will be responsible for the development and ongoing maintenance of our new grant management/CRM system database model within MS Dynamics; as well as involvement with the collection, maintenance and analysis of data to support the delivery of the Football Foundation's strategy and operations.

You will be responsible for ensuring that the most efficient and effective methods of recording, organising, and implementing data, are employed across the Football Foundation, and that the grant management/CRM system and information assets are fully supportive of business processes and all future innovation strategies and initiatives.

## LOCATION

Our office is based in Paddington, London. Although most of our staff have been working from home during the pandemic, we would expect applicants to live within a commutable distance as we begin to reintroduce a return to office working.



# KEY RESPONSIBILITIES OF THE ROLE

1. Maintain and develop the Football Foundation's Dynamics system, adapting the system in response to the needs of the business in executing our grant giving functions.
2. Maintain the new grant management/CRM system and optimise data integrity.
3. Creating data models from Football Foundation information systems and implementing solutions under Agile software development methodologies.
4. Ensure that the new grant management/CRM system is fully supportive of any future strategic objectives and innovation strategies which may be implemented.
5. Lead on the system development with the implementation partner as appropriate.
6. Ensuring that database normalization processes are applied to Foundation information systems, to provide tangible reductions of redundancy and dependencies.
7. Undertaking SQL performance analysis and monitoring, to solve performance bottlenecks and improve response & reliability through architectural and data storage advancements.
8. Provide leadership in areas of data compliance, security, information management and best practice; building on existing practices, develop, facilitate and promote good data management practices within the organisation.
9. Ensure that all information collected, utilised, and disseminated by the FF is done so according to all legislative and regulatory requirements (i.e. Data Protection Act, EU General Data Protection Regulation).
10. Extracting useful information from legacy data sources.



## Other Activity:

The role will also be required to:

1. Undertake any other reasonable management request, including duties as can be reasonably expected to ensure the smooth running and efficiency of your team and wider organisation.
2. Carry out duties and responsibilities of the post at all times in accordance with Foundation policies and principles.
3. Ensure compliance with data protection in all matters.

# QUALIFICATIONS

## Essential:

- An undergraduate Degree or equivalent in a relevant subject or significant IT experience in a relevant area.

# KNOWLEDGE & EXPERIENCE

## Essential:

- An understanding of performance management and how performance indicators can be used within an organisation
- Exceptional, demonstrable knowledge of current versions of Microsoft Dynamics and Microsoft SQL Server including SQL Azure
- Strong experience with SQL Server technologies (SSIS, SSRS, T-SQL, Power BI)
- An understanding of the analysis and interpretation of data and its application in a business context
- Experience of configuration, customisation and management of platform solutions (MS Dynamics 365).
- An understanding of current Microsoft Windows Server Operating systems
- Ability to articulate and implement a robust SQL backup and restore strategy (full, system, user and transactional)
- An understanding of hierarchical security structures and how to implement levels of control & access.
- Capability of migrating databases (version to version / platform to platform)





# KNOWLEDGE & EXPERIENCE CONT.

## Essential:

- Extensive experience of using SQL and a sound understanding of relational database models.
- Well-versed in the development of tools to analyse and report on data for business intelligence, using the most appropriate software (e.g. Crystal Reports, Dashboards, SSRS, SSAS, Excel etc.).
- SQL performance analysis and monitoring; solve performance bottlenecks and improve response & reliability through architectural and data storage advancements.
- Experience of creating scripts, stored procedures & DTS packages to facilitate data interoperability & integration across multiple data sources (internal & external).

## SKILLS AND ABILITIES

- Self-motivated and pro-active, with ability to work autonomously, but also as part of a small team.
- Exceptional interpersonal skills; able to communicate technical matters, both verbally and in writing, to non-technical members of staff.
- Strong time and capacity management skills; able to work across the organisation on multiple projects simultaneously, managing expectations and prioritising workloads.
- Adaptable to change; able to respond to shifting requirements and priorities.
- Well organised and structured approach to work with good attention to detail.
- Excellent understanding of relevant concepts in information governance (e.g. Data Protection Act, EU General Data Protection Regulation, PECR, best practice in ICT security).
- Project management skills.



## WHAT WILL THE FOUNDATION OFFER?

The salary band for the role is £50,000 - £60,000 per annum. Appointments are generally at the stated minimum, but this will depend on qualifications 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), collective bonus scheme, 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.

## 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 Investment Planning & Performance 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 is committed to, and values the principles of diversity, equality and inclusion. We strive to provide an inclusive and supportive working environment where all our team feel respected and supported in fulfilling their potential. We encourage and welcome applications from all, regardless of background and are particularly interested to hear from individuals belonging to under-represented groups including individuals from minoritised communities, individuals with a disability and LGBTQI+ individuals.

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](mailto:jobs@footballfoundation.org.uk)



# APPLICATION PROCESS

To apply, please follow the steps outlined below:

**1. Please send the following to [jobs@footballfoundation.org.uk](mailto:jobs@footballfoundation.org.uk)**

CV

Cover letter highlighting your motivation for the post and indicating how your skills and experience meet the criteria for the role.

**2. Complete an anonymous Equal Opportunities form:**

Click [here](#) to fill it out. Please only submit one form, if you have any issues get in touch.

The closing date for applications is: **9am, Monday 11 October 2021**

We encourage candidates to apply as soon as possible, as we may close the advert and application window once we have received sufficient applications

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.



## 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.

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 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.