



Job Title	Academy Operations Manager
Department	Academy
Location	Edinburgh Heart of Midlothian Training Academy – Oriam: Scotland's Sports Performance Centre
Salary	Competitive salary depending on experience plus excellent staff benefits
Position	Full Time (including evenings and weekends)
Closing Date	12 August 2021
Reporting to	Academy Manager

Heart of Midlothian Football Club is a Premiership Scottish Professional Football Club based in Edinburgh with Elite Academy Status. The Football Club is recruiting for an Academy Operations Manager to co-ordinate all logistical aspects of the Academy program from U8 – U18 age groups. The successful candidate will provide operational support to the Academy Manager and leadership team within the Academy. The role includes compliance with all player registration documentation and up to date records.

A main part of the role is to coach and lead an Academy squad within the U8 – U13 age group range.

Key Responsibilities

- First point of contact for the Academy, responsive for all Academy calls and emails
- Devise an annual calendar for all Academy squads liaising with all key departments within the Academy
- The organisation and communication to all relevant stakeholders of the weekly fixture program across the Academy
- Logistical planning and organisation of tournaments and competitions across the Academy
- Responsibility for staff and player documentation via the Scottish FA Extranet, keeping accurate records and evidence of the relevant files
- General management of the Academy online system with all users
- Provision of periodic reports on the Academy online system data and records to the leadership team for development purposes
- Creating professional documentation templates representative of the Heart of Midlothian FC brand policy
- Collaborating with the Academy leadership team to produce ideas and initiatives that continue to take the Academy forward
- Liaising with the Talent ID and Recruitment Manager on all trialists
- Assist with the Balerno High School program as and when required by the Head of Youth program

Requirements for the role:

- Scottish FA Advanced Children's Licence/UEFA A Licence/UEFA Elite Youth A Licence
- Competent computer user with computer skills, particularly relating to Microsoft Word and Excel
- Working within multi-disciplinary teams, preferably in an Elite sport environment
- Administration duties, working to deadlines and managing own schedules
- Leading on short- and medium-term projects
- Good communication and interpersonal skills are essential
- Right to work in the UK

Personal Attributes and Skills

- Attention to detail and can work under pressure
- Has a high standard of professionalism
- Confidentiality
- Excellent timekeeping and can manage own time effectively
- A strong work ethic with a love of football
- Commitment to professional development and self- motivation

How to apply: If you meet the criteria and would like to apply, please send a Covering letter and CV to Karen MacKenzie, HR Advisor - recruitment@homplc.co.uk by close of play on the 12 August 2021.

We anticipate that initial interviews will take place week beginning the 23 August 2021.

To request a copy of the job description please e-mail recruitment@homplc.co.uk

HEART OF MIDLOTHIAN FOOTBALL CLUB IS AN EQUAL OPPORTUNITIES EMPLOYER AND FULLY COMMITTED TO THE SAFEGUARDING AND WELFARE OF VULNERABLE GROUPS. HEART OF MIDLOTHIAN IS A LIVING WAGE ACCREDITED COMPANY.