



<b>Job Title</b>	<b>Football Operations Manager</b>
<b>Department</b>	Professional Football (B Team/ Women's First Team)
<b>Location</b>	Edinburgh Heart of Midlothian Training Academy – Oriam, Scotland's Sports Performance Centre
<b>Salary</b>	£25,000 per annum
<b>Position</b>	Full Time
<b>Closing Date</b>	27 June 2022
<b>Reporting to</b>	Head of Football Operations

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 a Football Operations Manager to provide operational support to the Head of Football Operations and the Women's First Team Football Operation. The successful candidate will manage all associated administration for the B Team and co-ordinate matches throughout the season including assisting with the Women's First Team matches across all competitions. The role also includes compliance with all player registration documentation and up to date records.

***Key Responsibilities:***

- Co-ordinate and manage all team logistics for home & away fixtures
- Co-ordinate and manage all match day operations
- Ensure player registrations are accurate and up to date on Scottish FA extranet
- Monitor player appearances and discipline throughout the season across all competitions
- Ensure match information is promoted and communicated via club channels
- Assist in any other related duties that may be required by the B Team Manager
- Assist with planning women's weekly requirements including training, travel & catering
- Support Women's First Team Operation with match day logistics as required
- Ensure player registrations are accurate and up to date on SWF platform

***Requirements for the Role:***

- Working within multi-disciplinary teams, preferably in an Elite sport environment
- Administration duties, working to deadlines and managing own schedules
- Working knowledge of the Scottish FA Extranet
- Confident computer user with computer skills, particularly relating to Microsoft Word and Excel
- 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 Shannon Emerson, HR Advisor - [Recruitment@homplc.co.uk](mailto:Recruitment@homplc.co.uk) by close of play on 27 June 2022.

To request a copy of the job description please e-mail [Recruitment@homplc.co.uk](mailto: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.***