



Aberdeen Football Club Job Description

Name:	
Job Title:	Operations/Matchday Coordinator
Line Manager:	Head of Operations
Line Manager for:	N/A
Date Started:	
Overall Purpose of Job:	
<p>To assist the Head of Operations with the direction and leadership for the Stadium, training grounds, Club operations and facilities within the AFC business and the effective supervision of staff, sub-contractors and suppliers involved within AFC.</p> <p>Lead on Matchday administration activities, ensuring accurate information is communicated and recorded. Support the Head of Operations with payroll and recruitment administration.</p> <p>Assist with and ensure that the technical and facility requirements of all licensing and the Stadium Safety Certificate are met, and effective records are kept.</p> <p>Play a key role in coordinating the information targeted at the Club, both football and non-football, and the Trust.</p>	
Main Responsibilities/Description of Duties:	
<ul style="list-style-type: none"> • Lead on Matchday administration activities for home and away fixtures including, but not limited to, email communications, attendance at operational meetings, coordinating Directors and Guests attendance, car parking, ticket collections, and recording Matchday staff attendance. • Build strong and effective working relationships with the Operations team to ensure departmental objectives are delivered in a positive and cohesive manner, and in alignment with the overall Club Strategy. • Develop and nurture close working relationship with departmental Managers, AFCCT, Clients, and Contractors. • Support the delivery of a safe, efficient, sustainable, and cost-effective suite of operations and services for the stadium facilities in accordance with Club policies and relevant legislation. • Develop an understanding of all local authority groups and Club partners such as Police Scotland, Licensing Standards Officer, EHO, building control and the ACC Safety Committee where appropriate an in partnership with the Stadium Operations Team. • Support the Operations Manager and accurately maintain the access control system, Net2, with leavers/joiners/job title changes. access permissions, and the issuing of ID cards. • Coordinate the timely delivery of closed-season activities i.e., accreditations. Provide cover for the Club Administration during periods of absence including, stationery ordering, AFC Contact Mailbox, taxi bookings etc. • When required, support the administration of the Fleet Insurance with license checks and database maintenance. • Work closely with Head of Operations and Human Resources to support Recruitment, Payroll, and staff training processes. • Any other relevant work as required. 	

Person Specification: Experience/Qualifications/Training/Personal Qualities

Essential:

- Strong administration, organisation, and communication skills.
- IT literate, specifically Microsoft Office packages.
- Ability to Prioritise workload under pressure.
- Effective time management.
- Strong attention to detail.
- Maintain confidentiality.
- Experience of delivering under tight timescales.

Desirable:

- Experience of working within and/or a keen interest in football or sporting organisations.
- Experience working with a diverse workforce.
- Background in HR and compliance strategies.

Signed by Employee:

Signed by Line Manager:

Date:

Date: