



Aberdeen Football Club Job Description

Name:	
Job Title:	Football Operations Administrator
Line Manager:	Football Operations Manager
Line Manager for:	N/A
Date Started:	
Overall Purpose of Job:	
To assist the Football Operations Manager and Youth Academy Operations Manager in providing administrative support for Professional, Women's, Youth Academy and Girls Academy Teams.	
Main Responsibilities/Description of Duties:	
Administration <ul style="list-style-type: none">Assist Youth Academy Operations Manager, Girls Programme Manager and Women's Team Manager in making weekly match arrangements for the Women's, Youth Academy and Girls Teams.Liaise with opposition counterparts to make arrangements for Women's and Girls Teams fixtures.	
Player Recruitment <ul style="list-style-type: none">Support with the co-ordination of travel, accommodation and match ticketing arrangements for scouts and scouting expeditions.Assist with the management of trialists by arranging travel and accommodation logistics.Assist with the integration of new players and their families to the city and club, including relocation support.Assist Girls Programme Manager to facilitate annual AFC Talent ID days.	
Player Engagements and Registrations <ul style="list-style-type: none">Support in the annual registration of boys' and girls' Academy player registration process using the Scottish FA Comet system.Undertake periodic audit and review of players registered with Scottish FA, Scottish Women's Football, ADJFA and UEFA (when applicable).	
Matchday, Training Camps and Tournaments [all squads] <ul style="list-style-type: none">Support the maintenance of a detailed match and training calendar for all squads.Be the main contact for all SWPL fixtures and attend home games to provide operational support.Undertake matchday-related notifications to relevant opposition clubs, match officials and governing bodies where necessary.Liaise with host facility for all Women's SWPL fixtures.Complete the match sheet (teamlines) for relevant games which have been assigned.Support the administration of the player disciplinary process, maintaining accurate account of all disciplinary records for women's and girls' teams.Assist with all tournament and/or training camp organisation.	
Training Facilities <ul style="list-style-type: none">Support with co-ordination of all training facility bookings for boys' and girls' Academies at Cormack Park and external providers.	



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International Team Selections

- Co-ordinate requirements for all international player match travel and announcements.

Project Work

- Support entry requirements and operational support for UEFA Competitions.
- Assist the Girls Programme Manager and the Football Operations Manager in the strategic development of the Girls Academy programme.
- Provide assistance to the Director of Football and the Football Operation Manager with operational input to the club wide Cormack Park development project.
- Assist the Director of Football, Academy Director and Head of Academy Coaching in the reviewing the clubs Football Philosophy process.
- Assist members for the football operation in task relating to the development of the Football Strategic Plan.

Please note that this job description is not designed to cover a comprehensive list of activities, duties or responsibilities that are required of the employee for this role. The duties and responsibilities may change within reason at any time with or without notice to suit the needs of the Club.

Person Specification: Experience/Qualifications/Training/Personal Qualities

Essential:

- Computer literate (Advanced level MS Word/Excel/Access)
- Self-motivated and able to work under own initiative when require
- Communicates with others in a positive and influential manner
- Experience of working with confidential information
- Ability to demonstrate budget awareness
- Strong planning and organising skills
- Ability to build strong working relationships
- Flexible approach to weekly working hours
- Team working
- Meeting time-based and quality targets
- Ability to recognise problems and identify and introduce solutions
- Knowledge of rules, regulations and registrations process
- Acute attention to detail

Desirable:

- Good interactive / people skills
- Understanding of Scottish Football industry
- Degree qualified [or equivalent] in Business Studies or HR Management
- Experience in using sporting performance management platform

Signed by Employee:

Signed by Line Manager:

Date:

Date: