



## Job Description

<b>Job Title</b>	Football Admin & Operations Executive
<b>Reporting To</b>	Head of Business Compliance & Operations
<b>Department</b>	Operations
<b>Direct Report</b>	Match Day Volunteers
<b>Location</b>	Princes Park (Dartford, DA1 1RT), K Sports Cobdown (Aylesford, ME20 6AU) & Various Stadiums for Away Fixtures
<b>FT/PT &amp; Salary</b>	Full Time - Competitive

### Key Objectives of the Role

To maintain the highest standard of operational support across the club.  
 To ensure all safeguarding policies are implemented and upheld to ensure a high level of player care across the First Team, Development Team and London City Academy.

### Main Duties/ Responsibilities

#### Administration & Operations

- In collaboration with the Head of Business Compliance & Operations manage the day-to-day operations at Princes Park and K Sports
- Provide effective administration for the first team including:
  - Ensure the club adheres to the FA's rules and regulations, and competition rules
  - Delivery of optimum training environment including liaison with Dartford FC on facility bookings, weekly and daily scheduling
  - Administration of the Club calendar/diary planning
  - Complete administrative requirements using football specific portals such as Whole Game System, iFAS, Member Services & Pro Club Portal
  - Communication & information management such as player packets
  - Match day operational requirements including accommodation, coach travel requirements, itineraries, team sheets, results reporting, ticketing, stewarding etc.
  - Act as a liaison for opposition teams & match officials
- Oversee the administration of the Development squad and Academy in conjunction with the Kit & Administration Officer
- Lead the Club Safeguarding Team to ensure that the club always adheres to FA Safeguarding children standards and best practice.

#### Kit & Equipment

- Lead on kit orders and distribution with the official kit supplier
- Lead of equipment orders
- Manage the merchandise range
- Manage the club inventory

#### General

- Contribute to a positive working culture by fostering a work environment that is appropriate to our values; professionalism, respect, integrity, discipline and effort
- Manage and support direct reports including personal development
- All other duties that may arise from time to time and fall within the scope of the role.



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### Person Specification

- Excellent organisation and planning skills with attention to detail.
- Excellent communication skills with the ability to build meaningful, strong strategic relationships.
- Experience in a fast paced environment and used to working to deadlines and under pressure.
- Empathy and a good listener with a high degree of integrity
- Aware of diversity and equality challenges in football.
- Strong IT skills
- Ability to work flexibly, including weekends and independent travel.
- Passion to develop the women's game

**If you have the aspiration, drive, and qualifications to join our professional Club, please complete the send an email with your CV and cover letter (2 pages maximum) to [lewis.timms@londoncitylionesses.com](mailto:lewis.timms@londoncitylionesses.com) by 5pm 29th July 2022.**

Interviews will be held at a date to be confirmed and only those invited to interview will receive return notification from London City Lionesses.

London City Lionesses is committed to a policy of treating individuals fairly and recruiting, selecting, training, and promoting based on merit, experience, and other work-related criteria. We do not discriminate against any applicant based on age, race, religion, sex, disability, sexual orientation, or gender identity.