

Job Description

ERDP Project Manager

Job title: ERDP Project Manager
Reports to: Managing Director
Location: Home with frequent UK travel
Hours: Full Time - Permanent

Organisation Overview:

Formed in 2001 to improve refereeing standards, PGMOL manage the 600 match officials operating in the Premier League, EFL, Women's Super League and Championship, National League and FA Competitions. PGMOL is responsible for the recruitment, training, development and mentoring of all match officials.

Role Purpose:

Reporting directly to the Managing Director, the ERDP Project Manager role will be instrumental in the successful development and implementation of the Elite Referee Development Plan (ERDP).

The ERDP is a newly developed strategic initiative that will leverage new investment to improve the standards of refereeing across English football and enhance the pipeline of talented match officials moving through the pathways and into the elite groups of the professional game. The project will focus on integrating key performance support and coaching resources and more effective holistic assessment schemes, whilst improving the diversity of the match official populations.

This newly created role will be a key conduit between the MD and ERDP working groups, ensuring that the overall ERDP project is delivered in full in a timely manner.

Main Duties *(include but are not limited to):*

ERDP Operations

- Support the development, execution, and monitoring of ERDP along with related specific projects
- Plan and deliver organisation wide strategies that underpin ERDP with operational excellence
- Facilitate meetings between ERDP working groups
- Prepare monthly and annual reports for the Leadership Team and Board
- Ensure project KPIs are being met in a timely manner
- Identify any potential issues ahead of schedule and liaise with the MD and other key stakeholders to resolve without impact over timeliness of the delivery ERDP KPIs
- Actively seek solutions and make recommendations that overall benefit the execution of the ERDP project
- Provide energy and drive to the overall ERDP project
- Champion a culture of diversity and inclusion throughout PGMOL

Communications

- Ensure the MD is provided with regular updates as to the progress of ERDP
- Provide detailed monthly updates for Leadership Team and Board meetings
- Make sure that any key direction or outcomes of key meetings is effectively communicated and disseminated to all relevant working groups and individuals
- Proactively engage with working groups to ensure unilateral understanding and accurate conveying of key messages

Person Specification *(experience, qualifications, skills, aptitudes, and personal qualities):*

Qualifications/experience:

- Experience in delivery of operations in a sporting environment
- Experience in collaborating with, and providing business recommendations to senior management
- Project managing multi-disciplinary projects
- Proven track record of successful project delivery

- Experience of overseeing or supporting organisational change
- Demonstratable focus on KPI setting and managing individual and team delivery against them.

Knowledge:

- Good knowledge of football and the Professional Game
- Good knowledge of MS Office and Office 365 suite of products

Skills:

- Excellent communication and presentation skills and ability to report to a high-level in written and verbal format
- Strong relationship builder
- Project management and strategic planning acumen
- Able to interact and build working relationships across stakeholders
- Able to operate in dynamic working environment, handling multiple tasks under high pressure
- Able to make informed judgements and decisions
- Excellent organisational skills, task focused, with commitment to completion

Behaviours:

- Motivated and innovative with a solution focused approach to overcoming issues
- Values integrity and is collaborative and credible
- Accountable and resilient with courage to challenge
- Highly energetic and inspirational
- Intellectual and emotional intelligence
- Decisive thinker
- Skilled influencer
- Driven to deliver

Applications:

Applicants should send a CV accompanied by a one-page letter outlining their suitability for the role to: humanresources@pgmol.com

Please reference your application 'ERDPPM'. The closing date for applications is 9am on **20 May 2022**.

PGMOL is an equal opportunities employer and welcomes applications from all sections of the community.