

Job Description

Operations Coordinator

Job title: Operations Coordinator
Reports to: Head of Operations and Administration
Location: London Office
Contract: 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:

Working as a member of the Business Operations and Administration team, the Operations Coordinator will be primarily responsible for providing administrative and operational process support necessary to service our large number of match officials and support staff.

Main Duties:

(Include but are not limited to)

- Managing weekly operational tasks in the Match Official Administration System (MOAS) including distribution of dashboard and coaching reports as well as maintenance of records and some elements of system testing
- Maintaining and updating the user permissions for match officials who access the internal web portal
- Monitoring inventory of PGMOL match official and refereeing equipment
- Co-ordinating the expense claim process for match officials and staff
- Recording and coding of invoices, aligned with contractual agreements
- Dealing with ad-hoc data or system requests for use by PGMOL coaches and staff
- Creating and processing event invitations for regular training events
- Collating and reporting responses from event invitations
- Supporting operational delivery of training meetings and other events as necessary
- Processing internal communication announcements via the shared mailbox
- Preparing system driven information for P11D submissions
- Providing administrative support during the implementation and maintenance of new strategic initiatives and other ad-hoc projects
- Carrying out routine day to day administrative tasks

Person Specification:

(Experience, qualifications, skills, aptitudes, and personal qualities)

Essential:

Qualifications/experience:

- Relevant experience in an administration or operational support role
- Previous experience of working with a range of operational, administration and/or financial systems

Knowledge:

- MS Office including intermediate knowledge level of Excel, Word and PowerPoint
- IT and web-based systems

Skills:

- Strong organisational and administration skills
- High standard of numeracy and literacy
- Meticulous attention to detail and willingness to self-review
- Able to work independently and demonstrate initiative

- Able to focus on multiple projects, plan time effectively and meet deadlines while maintaining accuracy
- Excellent social and communication skills and able to develop and maintain strong working relationships
- Able to act with diplomacy and safeguard sensitive information

Behaviours:

- Motivated and innovative with a solution focused approach to overcoming issues
- Positive attitude and a desire to continue to “learn and grow” within the role
- Team player
- Values integrity and trust

Desirable:

- Comprehensive knowledge of the Premier League, English Football League and the FA

Applications:

To apply please attach a CV together with a one page letter outlining your suitability for the role. You can apply by clicking [here](#).

The closing date for applications is 9am on **20 May 2022**.

Please note that you need to have the right to work in the UK.

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