



Job Advert

Job title:	Women's & Girls Operations Officer
Employer:	Reading Women's Football Club
Location:	Bearwood Park Training Ground RG41 5DB
Contract:	Full Time – Fixed Term to 30 th June 2022
Salary & Benefits	£ 20,000.00 per annum <ul style="list-style-type: none">• Paid day off to celebrate your birthday• Employee Assistance Programme with free access to help, advice, and support• Complementary home match ticket• 25% off full priced Reading FC merchandise• Auto-enrolment into the Club's pension scheme (depending on eligibility)• Group Life Assurance benefit (death in service cover)
Hours of work:	37½ hrs per week on a flexible basis
Department:	Women's Football
Reporting to:	Director of Women & Girls Football / Women's 1 st Team Manager

Equality, Diversity and Inclusion Statement

Reading Football Club are committed to ensuring equal opportunities are given to all and welcomes applications from all areas of the community regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, marriage and civil partnerships

Safeguarding Statement

Reading Football Club recognises that the safety and protection of children and young people engaged in club activities must take priority over all other considerations. Due to this post being in regulated activity, the potential employee will be required to undertake a Disclosure and Barring Service check at the appropriate level. It is a criminal offence for a barred person to attempt to engage with vulnerable group. Engagement will be subject to sight of a satisfactory DBS disclosure and stringent background and reference checks.

Job purpose

To be responsible for the professional day – to – day management of Reading Women's Football Club, its staff and budgets

Accountabilities

- To maintain efficiency of all football administration matters and ensure compliance for RFCW with all governing body rules and regulations (i.e. Football Association, UEFA and FIFA).
- To work with the General Manager to support the development of long-term strategies and business plans which help to grow and enhance the Club.
- To be responsible for the co-ordination of all fixture for the 1st Team and RTC
- To be responsible for the co-ordination of 1st Team home matchday operations including the provision of stewards, medical support, club shop, hospitality, media, staff and volunteers.
- To be responsible for the co-ordination of away travel for first team including accommodation and pre match meals as required.
- To liaise with the 1st Team Manager around organisation of the 1st Team
- To be responsible for updating and maintaining the weekly Club schedule of activity and sharing this with the appropriate personnel.
- To be responsible for reporting on a match to match basis, attendances, income, ticket sales, merchandise, commercial sales, sponsorship arrangements and other sales information.
- To produce, up-date and maintain files incorporating all key club information and statistics.
- To be responsible for the organising, planning, and delivering all operational and logistical support within the Girls programme including RTC Fixtures, organising referees, confirming pitch bookings
- To arrange and liaise with all away teams and match delegates and official/s for each first team team fixture.
- To be responsible for the overall administration, development and organisation of the RTC activities.
- To work closely with the General manager, Women's Technical Director and RTC Technical Director to produce an innovative and progressive annual programme for players and staff.
- To support, deliver and drive club-wide strategies and objectives as set by the General Manager or Women's Technical Director
- To be responsible for registrations of all players in the girls and womens department
- To be responsible for 1st Team Player Care
- To provide New Players settling in support

Behaviours & Attitude

- To be a role model for all club values and ways of working – “walk the talk”
- To exude a can-do attitude (best of Reading Football Club)
- To be flexible and agile, always ready to adapt if things don't go to plan
- To be an ambassador for Reading Football Club
- To act in a manner that supports the Club's Vision & Values at all times

Key Performance Indicators

- 🕒 To respond to all enquires within Reading Football Club Charter guidelines.
- 🔒 To adhere to a strict code of confidentiality in respect of any information relating to Reading Football Club and its operation
- 👤 To be presentable at all times when working and demonstrate that you can represent the face of the club in the manner expected
- 🛡️ To maintain Reading Football Club's Safeguarding (Child Protection), Health, Safety and Equal Opportunity procedures and practice

Person specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE (or equivalent) at grade C or above in both Maths and English or qualified by relevant experience • A full driving licence and access to a vehicle 	<ul style="list-style-type: none"> • Sport related or business management degree
Experience		<ul style="list-style-type: none"> • Experience of working in a similar role • Sports/ Football Development experience • Experience of working within a commercial/ business environment • Experience of working in Women's football
Knowledge		<ul style="list-style-type: none"> • Knowledge and understanding of The Football Association
Skills	<ul style="list-style-type: none"> • Ability to work under pressure and meet deadlines whilst being able to prioritise workloads in a timely fashion • Must be able to demonstrate excellent administration skills • Project management skills; the ability to take ownership of 	

	<p>projects and see them through to completion</p> <ul style="list-style-type: none"> • Demonstrable skills and abilities in an Executive PA or Executive Administration capacity • Excellent IT skills including the use of MS Office (Word, Excel, PowerPoint), Intranet/Web/Internet and Microsoft Outlook • Ability to apply attention to detail, to ensure that information is recorded, monitored and analysed appropriately. • Ability to organise and administer events • Demonstrable ability of successful meeting servicing with the ability to prepare agendas, papers and minutes. • Ability to provide oral and written information clearly and concisely and able to understand and explain matters arising in own area of work. • Ability to contribute to internal and external networks, actively seeking to build productive relationships, share information and ideas and improve working practices. • Excellent verbal and written communication skills • Must adhere to confidentiality and data protection procedures at all times 	
<p>Attitude</p>	<ul style="list-style-type: none"> • To be flexible and agile always ready to adapt when things don't go to plan • To be a role model for all Club values and ways of working • Flexible approach to working hours including a willingness to work evening and weekends • Ability to actively contribute to, lead and be part of a successful team • Pro-active and reliable • Enthusiastic, confident and helpful nature 	

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Closing date for applications:	Friday 3 rd December 2021 12 noon Please note, we reserve the right to shortlist and interview prior to the closing date above
Contact:	Please send your completed application form to recruitment@readingfc.co.uk CV's will not be accepted