



## **SCOTTISH WOMEN'S FOOTBALL | VACANCY**

### **Job Description – Operations & Competitions Manager**

**ROLE TITLE:** OPERATIONS & COMPETITIONS MANAGER

**RESPONSIBLE TO:** CHIEF EXECUTIVE OFFICER

**LOCATION:** HYBRID WORKING BETWEEN HOME AND HAMPDEN PARK, LETHERBY DRIVE, GLASGOW

**TERM:** Full time, permanent (weekend working will be essential)

**SALARY:** £26-£30k depending on experience

#### **ROLE DESCRIPTION:**

An exciting opportunity has emerged for someone who loves football, has an in-depth knowledge and background in the sport, is skilled in events management, is well organised and wants to make an impactful difference to the girls' and women's game. The ideal candidate will have demonstrable knowledge of sporting governance, management experience, accurate administrative skills and a commitment and passion to grow the game. The post-holder should be committed, dynamic and agile. This is an important role for SWF with the post-holder working closely with the CEO and the Senior Club & Competitions Officer.

#### **Main duties:**

- In conjunction with relevant partners/colleagues, coordinate the planning, preparation and implementation of all key programmes of competition and events including:
  - Planning, coordinating and administering the Scottish Women's Cup, Youth Challenge Cup and Youth Cup competitions
  - Delivering successful Scottish Women's Cup, Youth Challenge Cup and Youth Cup Semi-Finals & Finals
  - Delivering successful Championship/League One, SWFL, Highlands & Islands League and National Academy Programme League Cup Finals
  - Delivery of the National Academy Programme
  - Line managing the Club and Competitions team along with providing direct support to the Chief Executive Officer



- Working with key partners and clubs to develop, review and monitor league entry criteria and club compliance, conducting audits with each performance arm club as required
  - Leading and managing the Match Day Delegate programme.
  - Supporting clubs and key partners with delivery of broadcast matches
  - Leading the team charged with the delivery of the SWF Annual Awards Dinner
  - In conjunction with the Policy Working Group and other relevant committees, planning and reviewing the competition structures across the youth and senior game.
  - Driving the development of effective player pathways across the girls' and women's game.
- Supporting the CEO in developing the strategic direction of SWF and implementing SWF priorities
  - Leading, supporting and administering the Policy Working Group along with providing guidance and support to all other relevant committees within SWF to ensure the good governance of the game.
  - Supporting the Administrator in the following areas:
    - Providing secretariat support to the Board and other relevant committees when required
    - Processing Complaints & Appeals
    - Providing support in recording financial transactions, invoicing & banking

**PERSON SPECIFICATION:**

**QUALIFICATIONS:**

- Degree educated or equivalent – a relevant sports degree or equivalent qualification would be desirable though not essential.

**EXPERIENCE:**

- Demonstrable experience in a similar role with a good working knowledge of football.
- Strong understanding of sport governance and the football landscape
- Evidence of events management experience in a sporting environment.
- Line management experience
- Ability to work as part of a small staff team and on own initiative.
- Strong office and administrative skills with experience of using standard Microsoft packages.



## **SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES:**

- An excellent communicator
- Confident dealing with a range of stakeholders on a day-to-day basis
- Good demonstrable knowledge of football
- Excellent written communication
- Able to lead and be part of a team
- Organised with good attention to detail
- Dynamic and happy to work on own initiative
- Able to manage time efficiently
- Able to take ownership of the role and tasks
- Passionate about driving women's and girls' football forward
- Eager to improve processes and make a difference

**Closing date: 5pm, 1<sup>st</sup> June**

**Please apply by sending in your CV and job specific covering letter detailing at least two references and with the term "Operations Manager" in the subject line FAO Aileen Campbell to:**  
[jobs@scotwomensfootball.com](mailto:jobs@scotwomensfootball.com).

Due to the high number of anticipated applicants, it will not be possible to get back to everyone to let them know if they will be invited to interview. All successful applicants will be contacted within two weeks of the closing date.

SWF is an equal opportunities employer. We welcome applications from suitably qualified persons regardless of age, gender, gender reassignment, sexual orientation, religion or belief, marital or civil partnership status, race, colour, ethnic or national origin, pregnancy, maternity or disability.



## ABOUT SWF

Scottish Women's Football aims to ensure that football is a sport for all women and girls and seeks to work hard to ensure everyone is supported to make that happen. We own and manage around 70 competitions across Scotland including:

- SWF Championship
- SWF Championship Cup
- SWFL (Scottish Women's Football League)
- SWFL Cup
- Highlands & Islands League
- Highlands & Islands League Cup
- Scottish Women's Cup
- Youth Regional League Cups
- Youth Regional Leagues
- Scottish Youth Cup
- National Academy Programme and cup competitions

### We aim to:

- Support more girls and women into the sport
- Be strong ambassadors for more women in sport
- Have regular mainstream coverage – cross channel
- Attract strong partners with a shared interest in our objectives
- Support the professionalisation of our clubs
- Have a vibrant and growing audience
- Have investment flowing into the game to support the strategic objectives and the ambitions of our players, clubs, and the National Team

More information can be found on our website: [www.scotwomensfootball.com](http://www.scotwomensfootball.com)