



### Job Description

<b>Job Title</b>	Football Operations Assistant
<b>Department</b>	Football
<b>Reports to</b>	Sporting Director
<b>Location</b>	Clare College Sports Complex / The Abbey Stadium
<b>Salary</b>	£25,000 – 30,000
<b>Hours</b>	40 hours per week, worked flexibly to include a Saturday
<b>Role Summary</b>	The role of the Football Operations Assistant is to be responsible for all operational and logistical matters related to the club’s first team and development squads. The individual will be based at the club’s training ground, working closely with the Sporting Director, Head Coach, and Club Football Secretary to ensure operational efficiency.
<b>Key Job Outcomes</b>	<ul style="list-style-type: none"> <li>• Assist in the planning of first team and development squad weekly schedules and communicate to relevant stakeholders.</li> <li>• Manage the relationship with the Club’s external caterers in relation to players’ food.</li> <li>• Player Liaison duties, including but not limited to induction and acclimatisation.</li> <li>• Assist in the scheduling and transportation of medical appointments where required.</li> <li>• Manage the safeguarding &amp; welfare of first team staff &amp; players</li> <li>• Procurement of kit/equipment/sundries.</li> <li>• Assist in the organisation of the first team away travel &amp; hotels.</li> <li>• Responsible for daily logging and updating of player FA whereabouts.</li> <li>• Manage player appearances, working closely with key stakeholders to plan and source player availability for such requests.</li> <li>• Day-to-day training ground management, assisting in the continuous development of the site.</li> <li>• Manage relationships with local resident groups.</li> <li>• Liaise with external training ground cleaning contractors.</li> <li>• Ensuring health &amp; safety compliance at the training ground.</li> <li>• Liaise with ground staff regarding training pitch use and maintenance schedules.</li> <li>• Be a key holder with responsibility for the security of the site.</li> <li>• Lead on first-team player and management ticketing arrangements on a game-by-game basis.</li> <li>• Assist with the staging of Youth Team games for, Under 16’s and Under 18’s.</li> <li>• Host and arrange player/family events.</li> <li>• Be contactable out of hours.</li> <li>• Assist with the Club’s Head of Communications in relation to press conferences and general press requests.</li> </ul>



	<ul style="list-style-type: none"> <li>• Manage essential and non-essential first team and development squad player workshops.</li> <li>• Oversee the management of player housing.</li> <li>• Provide assistance and support to the Club Secretary and Head of Academy Operations as and when required.</li> <li>• Assist first team management and provide administrative support as and when required.</li> <li>• Attendance at all home fixtures. Additional responsibilities and projects relating to the first team, academy and women's team as and when required</li> </ul>
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This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

**Person Specification**

Skills, Knowledge, Qualifications & Experience	Required	Desirable
Ability to work to strict deadlines	✓	
Experience of working within a professional sporting environment		✓
Good interpersonal skills	✓	
Experience of managing schedules & relationships	✓	
Understanding of health & safety legislation		✓
<b>Attitude/Behaviours</b>		
Takes responsibility for ensuring a high quality of work	✓	
Ability to work calmly under pressure and instill confidence in others	✓	
Ability to confidently use own initiative	✓	
Understanding of the importance of confidentiality and integrity at all times	✓	
A team player who will support and motivate other members of the team	✓	
<b>Personal Qualities</b>		
Hardworking and enthusiastic	✓	
Good attention to detail	✓	
Loyal and committed	✓	

**Application Process**

<b>Application Instructions</b>	Interested applicants should apply by submitting their CV and Cover Letter
<b>Closing Date</b>	23 <sup>rd</sup> January 2023



<b>Interview Date(s)</b>	w/c 30 <sup>th</sup> January 2023
<b>Start Date</b>	February / March 2023
<b>Employability Statement</b>	Cambridge United FC is committed to promoting equality of opportunity for all staff. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.
<b>Safeguarding Statement</b>	Cambridge United FC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.  For those positions where a criminal record check (DBS) is identified as necessary, this will be carried out in line with other safer recruitment checks.  The post holder will be required to undergo Safeguarding training periodically.
<b>Equality, Diversity &amp; Inclusion</b>	Cambridge United FC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals can make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate on the basis of age, race, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, gender, gender reassignment, gender identity, marriage and civil partnership status, pregnancy and maternity, sexual orientation, disability, socio-economic background or any other inappropriate distinction or characteristic covered by the Equality Act 2010.  <a href="https://docs.google.com/forms/d/e/1FAIpQLSdamHzihFKiJc55iuafWzaS_D74SpwW-ml7qBS4mdb6eJBKtQ/viewform">https://docs.google.com/forms/d/e/1FAIpQLSdamHzihFKiJc55iuafWzaS_D74SpwW-ml7qBS4mdb6eJBKtQ/viewform</a>