



Job Title	Football Operations Manager
Reporting to	Chief Executive Officer and First Team Manager
Department	The Tony Macaroni Arena
Salary	Very Competitive (Depending on Experience)

SCOPE AND DIMENSIONS

Livingston Football Club have created a football environment & structure that is designed to get the best performance from all members of staff. Our club ethos is all about the we and never about the me. We have built our foundations of success on everyone at the club working as a unit and pushing the club forward together. We feel that within our environment it enables individuals to excel in their chosen role and become a very important member of the team.

The structure at the club allows every member of staff to grow and develop as an individual thus strengthening the collective.

PRIMARY OBJECTIVE

To oversee and manage the 1st Team operations and administration in conjunction with overseeing that of the Academy related operations and administration.

Reporting in the first instance to the Chief Executive and 1st Team Manager you will be responsible for overseeing all Football operations and administration.

DUTIES and RESPONSIBILITIES

Football Operations Manager

- To oversee all Football Operations including Academy Operations, ensuring staff/volunteers receive the support, guidance, and development opportunities both personally and professionally
- Ensuring compliance with Domestic Club Licensing standards and successful annual completion of audit. This will also include the completion of UEFA Licensing Audit.
- To deliver the administration of Player signings, Temporary and Permanent Transfers and Player Contracts.
- To Liaise with legal advisors to ensure understanding and compliance with regards football rules and regulations.
- To lead all football disciplinary matters including suspensions, appeals, notices of complaints and any others that may occur.
- Ensuring player eligibility at 1st Team and overseeing eligibility criteria at academy level.

- Ensure 1st team fixture team line ups are checked and submitted to the competition deadlines.
- Ensuring fixture planning and match arrangements are made to the specifications of the relevant competition authorities and the 1st team. Oversee Academy teams through the management of Academy staff.
- To lead pre-match arrangements for 1st team squads including pre-match meals, overnight stays, travel and all relevant logistics. This includes ensuring relevant costs are within budget allocated and coordinated with the necessary personnel at the club.
- Responsible for assistance in 1st team match day preparations such as referee/official's liaison, agreement of kit colours, and staff ticket requests.
- Responsible for overseeing Academy Registrations and holding a full understanding of the rules and regulations surrounding these registrations including training compensation, FIFA Minors applications and player release/cancellations.
- Complete annual Measurable Performance Outcomes (MPO) exercise where applicable
- Ensuring full compliance with Scottish FA Club Academy Scotland (CAS) criteria, rules and regulations and overseeing.
- Ensuring there is an effective and organized process for training allocation at the stadium for all teams and other potential users (Livingston WFC, Livingston Academy etc.)
- To ensure all squads are properly equipped with kit and training equipment
- To work closely with the all first team football departments and Academy departments by facilitating operations, managing the stadium venue and continuous administration throughout.
- To adhere and comply at all times with the obligations placed on the 1st Team and Academy by its participation in the SPFL, Scottish FA and SPFL Cup Competitions, and SFA Performance Academy Programme.
- To adhere to all applicable Club policies, including Health & Safety, Child Protection and social media, at all times

ESSENTIAL SKILLSET

(Graduates who have an excellent academic background will be considered)

- Experience of working in an operation and/or administration role within football or private or public sector organization.
- Knowledge of FIFA, UEFA, SFA and SPFL rules and regulations.
- Ability to organize and prioritize.
- Ability to meet deadlines.
- Accuracy and attention to detail.
- Very good knowledge and working experience of IT software.

DESIRABLE SKILLSET

- Knowledge and excellent working practice of the FIFA TMS system.
- Specific experience of football operations and administration.
- Working knowledge of the Scottish FA Extranet system.

- Previous experience of SFA Club Licensing and Club Academy Scotland Auditing processes.

ROLE DETAILS

Contract Permanent

Hours 40 hours per week: 5-6 days from 7 (First Team schedule to dictate)

Holidays 28 days per year Inc 8 public holidays
(Holiday year 1st January – 31st December)

Pension Smart Pension

Driving Licence -this is a mandatory requirement

If you would like to be considered for this role, please send a covering letter with your CV to Derek White at secretary@livingstonfc.co.uk by Friday 14 April 2022.

Livingston FC is an equal opportunity employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Livingston FC are also committed to the safeguarding of vulnerable groups.