

JOB DESCRIPTION

Post: First Team Operations Executive

Salary: £22 - £25K

Job Purpose: To lead on first team match operations
To ensure new players receive warm welcome and appropriate support within the club

Reports to: Chief Executive Officer

Location: Based at Petershill Stadium. Due to the nature of the role you will be required to travel to all fixtures (national and international).

Hours: Full- time in accordance with training/fixture schedule with evening and weekend work.

Role responsibilities

Fixtures

- Liaise with all stakeholders for the organisation of all home and away domestic fixtures
- Organise GCFC players and staff in relation to above
- Lead and organise all aspects of the GCFC home match day, including fan experience
- Ensure appropriate equipment is available and match day kit is laundered for players and staff
- Any other relevant duties that may arise from time to time

Training

- Ensure everything is in place operationally for first team training – liaising with grounds staff and kitchen staff, training equipment all prepared etc.

Players

- Be the main point of contact for first team wellbeing matters
- Meet and settle new players into the club and accommodation as appropriate
- Assist with all player requests
- Ensure player accommodation is maintained to a high level
- Manage player visa applications (training will be provided)
- Process first team player transfers and registrations (training will be provided)

General

- Be the main operational lead for the first team and main point of contact for the CEO on all non-playing first team matters.
- Kit inventory management.

Personal Specification

Essential

- Strong organisational and administrative skills
- Excellent interpersonal skills
- Ability to perform role in accordance with our club values
- Ability to be flexible and adapt quickly to changing demands and schedules

Desirable

- Previous experience of a similar role within football