

## Head of Football Operations Job Description

Job details	
<b>Job title:</b>	Head of Football Operations
<b>Location</b>	Bristol Rovers football club, the Quarters training ground
<b>Hours:</b>	37.5 hours per week (this is a head of department position; flexibility and occasional additional or unsocial hours are a requisite of the role)
<b>Responsible to:</b>	Director of Football
<b>Team:</b>	Mens first team
<b>Responsible for:</b>	N/A
<b>Job Purpose:</b>	Responsibility for developing and driving the club's football operations across matchdays and non matchdays, with ultimate responsibility of the overall operation of delivery with a focus on supporting player and staff needs.
<b>Relationship &amp; Reporting Lines:</b>	Reports to Director of Football and First Team Head Coach
PRINCIPLE ROLE AND RESPONSIBILITIES	
1.	Responsible for driving the highest standards possible of operational delivery from the football department, micro/messo and macro.
2.	Work alongside the Club's other departments such as media, community and commercial to ensure commitments are made in an efficient and caring manner
3.	Working closely and supporting all operational duties for the first team Head Coach and Director of Football
4.	Identify opportunities to streamline processes, procedures and systems.
5.	Drive innovation around new opportunities to enhance elite performance
6.	Building and maintaining lasting relationships with players and footballing staff providing a caring and nurturing nature whilst providing firm boundaries.
7.	With the Director of football, set and effectively communicate and report on budgets; ensuring that income and expenditure is within business plan targets.
8.	During transfer windows, working cohesively with other departments to assist with the onboarding of new players and first team staff

### Person Specification

Education, Experience and Knowledge		Essential	Desirable
1.	Educated to degree level or equivalent		✓
2.	A background in operations	✓	
3.	A background at working in a professional sports environment		✓
4.	Proven track record of exceeding of completing tasks to a high level in high paced environments		✓
Skills, Abilities & Experience		Essential	Desirable
5.	Excellent business acumen, with experience in understanding and delivering operations	✓	
6.	Excellent people and communication skills	✓	
7.	Excellent planning and organisational abilities	✓	
8.	A willingness and ability to work flexibly in a friendly, fast-paced, and dynamic environment	✓	
Other		Essential	Desirable
9.	Excellent IT Skills.	✓	
10.	Proven track record of exceeding of completing tasks to a high level in high paced environments	✓	
11.	Self-motivated and able to act on initiative.	✓	
12.	Able to work outside office hours as suits the business needs	✓	
Personal Attributes/Values		Essential	Desirable
13.	Resilient, with the ability to handle adversity and challenge in a positive way.	✓	
14.	Able to work independently and as part of a team.	✓	
15.	Demonstrate an ability to foster a positive, values driven culture, where staff at all levels are supported and empowered to succeed.	✓	
16.	Innovative thinker with a drive to continually improve.	✓	

## **Safeguarding Statement**

Safeguarding Statement Bristol Rovers FC Football Club is committed to safeguarding the welfare of children and young people and expects all staff and Volunteers to endorse this commitment. This post requires an Enhanced Disclosure and Barring Service Check (DBS) as such it is exempt from Rehabilitation of Offenders Act (1974).

Therefore, all convictions including spent convictions that have not been subject to filtering by the DBS should be declared". Relevant information and / or documents will be distributed as part of the recruitment process.

## **Equality, Diversity and Inclusion**

Equality, Diversity and Inclusion Bristol Rovers FC Football Club's commitment to Equality, Diversity and Inclusion is to confront and eliminate discrimination whether by reason of age, gender, gender reassignment, sexual orientation, marital status or civil partnership race, nationality, ethnicity (race), religion or belief, ability or disability, pregnancy or maternity and to encourage equal opportunities (Protected Characteristics, Equality Act 2010). Employees of Bristol Rovers FC Football Club must ensure a positive commitment towards equality, diversity and inclusion by treating others fairly and not committing any form of direct or indirect discrimination, victimisation or harassment of any description and to promote positive working relationships between all internal and external stakeholders.

## **How to Apply**

Please fill in the required application form and return it to [recruitment@bristolrovers.co.uk](mailto:recruitment@bristolrovers.co.uk)