



Role Profile

Job Title:	Bristol City Women's Operations Manager
Reports to:	Bristol City Women's Board
Purpose of the Role:	Management of the operations department of Bristol City WFC, and to work with the Technical Board to develop a long-term strategy for the Women's game.

Accountabilities/Responsibilities

- To manage the operations department of Bristol City Women's Football club, including but not exclusive to; player contracts and registration, licensing and auditing, match-day operations, training and facility operations, budget, reporting, and line management of relevant personnel as depicted in the staffing structure.
- To work alongside the Head Coach to deliver the best possible environment to achieve our club vision.
- To be the FA's primary contact for all league business, primarily commercial, broadcast, fixture and facility related issues, and to attend all FA WSL meetings.
- To work alongside the group commercial team to develop key commercial relationships.
- To produce the annual compliance and development report.
- To report against the FA funding provision and present evidence required to access, including annual reporting, alongside the club finance department.
- To ensure that the club meets all licensing requirements and to ensure the club adheres to the FA's rules and regulations, and competition rules.
- To work alongside the club safeguarding team to ensure that the club adheres to FA Safeguarding children standards and best practice at all times.
- To be responsible for management of the club budget.
- To work with the technical board to help develop and deliver the vision and strategy of the club.
- To oversee planning and delivery of all match day administration, communications and operations for the First team and Academy.
- To develop and maintain relationships with key stakeholders both internally and externally.
- To represent Bristol City FC in a professional manner at all times.
- To line manage the operations and support staff within the club.
- To support the technical board as required.
- To attend 3x CPD events per season organised by the FA.
- To participate in the FA Leadership Development Programme.
- To be responsible for working alongside the Robins Foundation to generate and develop the club's community programmes.



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Qualifications and Competencies

ESSENTIAL

- Degree or equivalent.
- Demonstrated operational management experience in a sporting context.
- Awareness of diversity and equality challenges in football.
- Experience in player contracts and registration.
- Proven programme management and delivery.
- Ability to work with flexibility, open to travel and working as required within a football programme – I.E evenings and weekends.
- Experience in budget management.
- Experience in facility management.
- Excellent communication skills with the ability to build meaningful, strong, strategic relationships.
- Ability to produce high level, strategic reports to a high standard.
- An interest and enthusiasm in developing Women's football.
- Strong IT and project management skills.

KEY COMPETENCIES

- Ability to work as part of a team
- Planning and organising
- Attention to detail
- Ability to create a development environment
- Ability to communicate with a variety of stakeholders

Salary:	£40,000
Contractual Status:	Permanent (Full-Time, 40 hours per week)
Location:	The Robins High Performance Centre, SGS College and Ashton Gate, Bristol.