



The New Saints FC

Football Operations Manager and Club Secretary

Club History and Tradition

The New Saints FC is the most successful club in Welsh Domestic Football, winning the National Cymru Premier League more times than any other club, including consecutively for an eight-season period in 2017 and achieving the World Record of consecutive wins, whilst competing in UEFA Competitions every year for the past 21 years, creating a club structure to the envy of other Welsh Domestic Clubs.

Club Vision

To continue to be the most successful club in Welsh Domestic Football and to be the first Welsh club to compete in the group stages of a UEFA Club Competition and sustaining this on regular basis, ensuring that all football industry stakeholders recognise that our Club and our National League in Wales is the powerhouse of talent and commands the respect and equality of other national leagues throughout Europe

Club Culture and football philosophy

The New Saints FC will continue to implement game changing systems and leadership in Welsh Domestic Football. Historically, the club has led the way - 'The TNS way' with a state of the art 3G pitch, player fitness programmes, a clear academy player pathway, internal succession planning for its people, player performance analysis, unique sponsorship funding initiatives and thought leadership programs to ensure each player, coach, manager and staff member reaches their optimum potential.

The club, by recruiting young talented players with potential and by developing coaches and players through the club's investment in coach education and its player pathway respectively greatly assists the club in implementing our vision. The ultimate aim is to be successful on the UEFA stage by qualifying and progressing to the group stages of a UEFA Club Competition, whilst developing players of real value on the football transfer market or to fully utilise such players within our club in order to fulfil our vision and ambition.

Job Title:	Football Operations Manager and Club Secretary
Reporting to:	Chief Operating Officer Board of Directors & Senior Management
Overall Purpose of Job:	
- To manage the effective and efficient running of the football operations department. Reporting to the Chief Operating Officer and the Board, providing comprehensive administrative support to the Club, to ensure the Club complies with the regulatory requirements of the FAW, UEFA and FIFA. - To be pro-active in managing, supporting, handling and applying various types of administration and finance matters to ensure the smooth running of the Club.	
Main Responsibilities/Description of Duties:	
- Manage the general day-to-day administration duties of the club. - To manage and oversee the Club Licence process for both the Men's and Women's teams ensuring compliance with all the necessary requirements to ensure that both clubs' are awarded the appropriate UEFA and FAW Tier One Licence - Manage and prepare player contracts and registrations on the FAW COMET system - Manage the clubs FIFA Transfer Management System and oversee all player registrations and ITCs on COMET - Liaising with all teams Men's/Women's/ Scholars/Academy regarding upcoming matches and events - Manage the UEFA match day operations including working with UEFA venue team and Visiting / Home Clubs as and when required - Provide the necessary details for all UEFA matches on the UEFA TIME portal - Managing the match day operations and communicate to key internal colleagues all of the necessary arrangements - Be required to attend all home and away domestic and UEFA fixtures - Manage the first team travel and accommodation requirements and planning. - Liaising with opposition clubs and match officials with regards to domestic match arrangements. - Communicating to all governing bodies and organisations involved in governance of the Club, including the FAW, Cymru Leagues, UEFA and FIFA to ensure the club fully complies to the rules and regulations of each body. - Assist with the management and distribution of kit and equipment - Manage the stock of and inventory of all club assets and equipment - Assist with the annual academy audit to ensure full compliance with the necessary criteria to maintain the academy licence at the highest level - Represent the club at FAW/UEFA and ECA meetings as and when required - Assist in the management of all major finals, UEFA matches and special football events as and when required to be staged at Park Hall Stadium. - Providing administrative support to management. - Managing, supporting, handling and applying various types of administration and finance matters including invoices, creating of purchase orders and all other documents for accounting purposes - Support in accumulating data for the company accounts - To be part of the club's safeguarding team - Undertake personal CPD as appropriate to meet the demands of the role and maintain professional standards. - Always maintain discretion and confidentiality. - Undertake all reasonable tasks assigned to you. - To always adhere to Club policies and standards.	

- Create and develop excellent relationships with staff, coaches, players and the Club's Senior Management team and Board of Directors

Knowledge, Skills and Qualifications required

- Strong interpersonal skills, a high degree of personal motivation and excellent levels of communication.
- Relevant experience of operations and administration at a football club or within a sporting governing body.
- Experience of working to tight deadlines and being able to prioritise workload.
- A good level of verbal and written communication when dealing with internal and external stakeholders.
- Excellent IT skills and a high proficiency in Word, Excel, and Outlook
- Able to work effectively as part of a team and independently using own initiative.
- Appreciation of the discretion needed when dealing with sensitive and highly confidential information.
- A confident decision-maker.
- Able to communicate clearly and effectively with staff at all levels, with absolute discretion.
- Dedicated to self-improvement and continuous professional development.
- Willing to follow and promote the philosophy of the Club.
- Personable and enthusiastic with a strong work ethic.
- Good team player who can work on own initiative.
- Must have outstanding leadership qualities and an understanding of good discipline protocol.

QUALIFICATIONS

- Degree or equivalent experience in Football/Sports and Operational Management
 - Valid enhanced DBS check
 - Full UK Driving Licence
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- This position will require weekend and evening working for match days.

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation.

Equality and Diversity

The New Saints FC is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development, and promotion are designed to ensure that no job applicant or employee receives less favorable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.

Safer Recruitment

The New Saints FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The job holder will be required to undertake appropriate safeguarding checks.