



JOB DESCRIPTION

Competitions and Operations Lead

June 2023

INTRODUCTION

Thank you for your interest in joining the team at the Northern Ireland Football League (NIFL).

Within Irish League football we pride ourselves as the second oldest football league in the world, we have a long and proud history but right now we're not just embracing the past but looking forward. We are building a stronger identity for our leagues and creating a better experience for our fans.

The NI Football League is an organisation that puts our clubs first and is embodied by the membership of our 48 clubs that compete as the top three men's leagues and top women's league in Northern Ireland football structure.

The flagship Sports Direct Premiership has seen an unprecedented rise in popularity in since the inception of the NIFL, with over 380,000 spectators attending games each season and a broadcast audience of over 2.8 million watching games on TV through BBC Sport NI and Sky Sports.

This rise in popularity has transcended the organisation with a rise in overall audience, sponsorship opportunities and on the pitch progress with our clubs as an influx of exciting new talent has risen the bar and substantially improved member clubs' performances in European Club Competitions.

It is a hugely exciting time to be joining the Northern Ireland Football League, and we wish you every success with your application.

WORKING AT THE NI FOOTBALL LEAGUE

Working within the Northern Ireland Football League is a unique experience.

The nature and coverage of our football means that we operate at a fast-paced and constantly changing environment created around weekends of football, 12 months a year.

Operating from the National Football Stadium at Windsor Park in Belfast, the office provides one of the optimum workplace settings within Northern Ireland with a stunning panoramic view of the famous pitch which has been graced by countless world class players from across Europe.

The company holds Limited status, and is governed by a Board of Directors, the majority of whom are appointed from within the membership of the clubs and work closely with the Chief Executive to oversee and manage the long-term strategies of the business.

If you love football and share our passion for Irish League football realise its ambitions, we'd love to hear from you!

JOB DESCRIPTION

The Competition and Operations Lead will play a key role in NI Football League (NIFL) as it looks to continue its strong growth in men's and women's elite football in Northern Ireland. This role will support our Chief Operating Officer and the wider NIFL team in all operational aspects of the League with a focus on football administration across all competitions.

KEY RESPONSIBILITIES

- Assist with the delivery of all football related operations such as fixture planning and club liaison through effective administration and communication strategies
- Coordinate key operational personnel such as match observers and match officials to ensure the efficient delivery of all competitions
- Establish and maintain strong relationships with key stakeholders to aid the delivery of a successful and respected league
- Support the successful delivery of NIFL events, meetings and celebratory presentations
- Manage the day-to-day office as required and any other duties within personal capacity and workload
- To manage a directory of all member club representatives and keep all records updated
- Work with the Management Team to plan and deliver cup draws
- Assist the Chief Operations officer with the review of the department budget
- Drafting of relevant documents as assigned and where required ensuring all are reviewed and updated within systems
- Act as Secretary to the League General Assembly
- Support on coordinating arrangements for staff travel and logistics
- Support with projects as assigned by the CEO / COO
- Coordinate all appropriate inbound and outbound enquiries relevant to the office
- Meet and greet guests and visitors for the CEO on arrival ensuring positive first impressions
- Plan and coordinate high profile events with NIFL Senior Management including League Cup final and hosting guests at events or match days
- Perform other duties as required, which are considered relevant to the post and to the objectives of the organisation as identified

PERSONAL SPECIFICATION

Essential qualifications

- A relevant third level qualification or three years relevant experience working within the football industry.

Essential experience

- A minimum of three years recent experience in relevant administration role, to include operational knowledge & practical experience within an events or sporting environment.

Essential skills, knowledge and abilities

- Demonstrable thorough knowledge and understanding of football administration and football competitions in Northern Ireland
- Possess effective communication skills (verbal and written) and good interpersonal skills.
- Strong IT skills and proficient in the use of Microsoft Office applications (Word, Outlook, PowerPoint and Excel)
- Able to work on own initiative, handle pressure and manage time effectively

- Possess strong organisational and leadership skills
- Have experience of working to deadlines and preparing reports
- Excellent customer service skills and the ability to represent an organisation in the public arena

Desirable experience, skills, knowledge and abilities

- Holds an ECDL qualification or equivalent
- Knowledge of health & safety in relation to football match operations
- Experience of developing and sustaining effective working relationships with relevant stakeholders internal and external to the organisation
- Knowledge of football administration, including FIFA, UEFA and Irish FA regulations
- Have experience of managing budgets
- Project Management skills
- Knowledge of relevant sports management systems, such as Comet
- Experience of developing internal processes

The Northern Ireland Football League promotes inclusion and diversity and welcomes applications from everyone.

This is a hugely exciting career opportunity for an administration/operation professional in a changing, dynamic and growing sports organisation. Applicants must have a flexible approach to work and be able to work evenings, weekends and match days as required.

TERMS AND CONDITIONS

The role offers a competitive salary on a permanent contract, which will be negotiable dependent on relevant experience.

This role is required 40 hours per week, which will include weekend work, primarily on Saturdays.

Primary Location: National Football Stadium at Windsor Park, Belfast.

Applicant must also have access to their own transport.

Northern Ireland Football League Ltd are an Equal Opportunities Employer.

DISCLOSURES

The NI Football League will seek confirmation that the successful applicant has the right to work in the UK. Any offer of employment will be made subject to verification of the right to work in the UK, receipt of satisfactory references and a satisfactory Access NI Disclosure.

Having a criminal record will not necessarily debar you from working for the NI Football League. This will depend on the nature of the position, together with the circumstances and background to your offences or other information contained on a disclosure certificate provided directly to us by the Police Service of Northern Ireland.

APPLICATIONS

All applicants should submit a cover letter and curriculum vitae (CV) to recruitment@nifootballleague.com before **12 noon on Monday 19 June 2023**.