**JOB DESCRIPTION**

**Job Title: Head of Competitions & Player Status**

**Reporting to: Chief Operating Officer**

**Responsible for: 4 direct reports – Comet Operations Manager & Competitions & Player Status Officer (x3).**

**Hours of work: 35 hours per week. A high degree of flexibility is required, including evening and weekend working to meet business needs in relation to football matches and all other events. Projects may include working outside the Stadium site.**

**Role family: Professional**

**Salary bracket: £30,000-£51,000**

**Duration: Permanent**

**PURPOSE OF THE JOB:**

To lead on the delivery of all aspects of football competitions and player status.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Assist the Chief Operating Officer and football operations colleagues in the development and implementation of the Football Operations strategy.
2. Manage all activities relating to football competitions and the status and transfer of players, including management of the team of staff responsible for delivery of the same.
3. Manage and ensure successful delivery of all National Association Cup Competitions, including but not necessarily limited to: the Challenge Cup, Intermediate Cup, Junior Cup, Harry Cavan Youth Cup, the Women’s Challenge Cupand UEFA Regions’ Cup and Quadrangular Tournament.
4. Manage all elements of Player Status activities, including but limited to: Player registrations, transfers, cancellations and amendments; Training Compensation; Governing Body Endorsements for work permits; Intermediaries; Player Registration Sub-Committee; Monitoring of Salary Cap.
5. Manage the various football committees for the above areas and provide relevant administrative support through the team as and when required.
6. Ensure your team develops an annual fixture calendar to include all relevant domestic league and cup competitions, and home senior international matches.
7. Review on an annual basis competition rules and player registration regulations ensuring compliance with mandatory FIFA and UEFA directives.
8. Oversee the management of the Comet system ensuring it is being used effectively and additional opportunities for improved efficiency is continuously explored.
9. Oversee the delivery of the role of Match Manager and ensure your team efficiently delivers all home senior international football matches.
10. Provide documentation relevant to the UEFA Solidarity for Youth Development programme.
11. Act as the senior FIFA TMS Manager for the Irish FA and oversee the competency training of Irish FA participating clubs.
12. Liaise with FIFA, UEFA, National Associations, Clubs and other agencies as required.
13. Ensuring all governing bodies standards & policies are adhered to including UEFA & FIFA.
14. Co-ordinating all relevant technical services for events and projects.
15. Ensuring all health and safety standards are met at all times and relevant documents produced.
16. Develop and manage the departmental budget, ensuring all purchase orders and financial procedures and administration such as purchase orders are complied with.
17. Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
18. Service the Irish Football Association’s policies in line with its development plans.
19. Adhere to and actively support at all times all company policies, procedures, processes and working practices, including adhering to best practice.
20. Any other duties as may be reasonably requested from time to time.

**This job description is not to 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 the changing needs of the Association.**

**PERSONNEL SPECIFICATION**

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| **Criteria** | **Essential:** | **Desirable:** |
| **1. Education & qualification** |  | 1.1 A primary degree or equivalent third level education qualification in the relevant subject or significant relevant experience for the role. |
| **2. Experience** | 1. 2.1 Minimum of three years’ experience of managing a business or department, to include leading and developing staff producing and adhering to budgets, within a business office environment. 2. 2.2 Demonstrable experience of developing and sustaining effective working relationships with relevant stakeholders internal and external to the organisation. 3. 2.3 Experience of business strategy development and implementation | 1. 2.4 Previous experience of working in football or another sporting environment. |
| **3. Skills, knowledge & competencies** | 1. 3.1 Demonstrable thorough knowledge and understanding of football administration and football competitions in Northern Ireland. 2. 3.2 Knowledge of UEFA and FIFA Domestic and International competition protocols. 3. 3.3 Excellent written and oral communication and presentation skills. 4. 3.4 Strong IT skills and proficient in the use of Microsoft Office applications (Word, Outlook, PowerPoint and Excel). 5. 3.5 Project management skills.   3.6 Able to work on own initiative, handle pressure and manage time effectively.   1. 3.7 Flexible approach to work with regard to team working and working varied hours as required, including evenings and weekends. | 1. 3.8Excellent knowledge of football administration including FIFA, UEFA and IFA regulations pertaining to competitions and player registration. |
| **4. Personal disposition** |  |  |
| **5. Other requirements**  **(5.4-5.6 are post job offer)** | 5.1 Proof of eligibility to work in the UK.  5.2 Have a valid passport allowing unrestricted international travel  5.4 Completion of a medical questionnaire demonstrating the ability to fulfil the Occupational Health requirements for the post and flag any reasonable adjustment required.  5.5 Two satisfactory employment references, one of whom should ideally be the current/most recent employer.  5.6 Enhanced Access NI checks with satisfactory clearance. |  |

**ADDITIONAL INFORMATION**

**Closing date:** The closing date for the receipt of completed application is **Monday 5th October 2020 at 12.00noon.** Applications received after the closing date and time will not be considered.

**Shortlisting:** Only those applications which clearly demonstrate the requirements set out in the personnel specification will be shortlisted. Please note that the Association reserves the right to implement all or some of the desirable criteria in addition to the essential criteria for shortlisting purposes.

**Offer of employment:** Please note any offer of employment is subject to the receipt of two satisfactory employment references, proof of eligibility to work in the UK and proof of any required qualifications.

**Reserve list:** A reserve list of suitable candidates may be maintained for the purpose of any similar vacancies (temporary or permanent) that may arise within twelve months of the completion of the recruitment exercise.

Please note that the Association reserves the right to implement both the essential and desirable criteria for shortlisting purposes.

**The Irish Football Association is an equal opportunities employer and welcomes applications form all sections of the community. All appointments will be made on the basis of merit.**

***Approved: September 2020***