

Job Title:	International Football Operations and Administration Manager
Department:	International Football
Reporting to:	Technical Director
Hours of work:	37.5 hours per week. However, the nature of the post will require a high degree of flexibility involving evenings, weekends and unsociable hours as dictated by operational requirements of the business.
Duration of Post:	Permanent
Role family:	Professional
Salary scale:	£35,000 - £45,000k per year

PURPOSE OF THE JOB:

The International Football Operations and Administration Manager is responsible for overseeing and coordinating all operational, logistical and administrative aspects of our international football programme, and ensuring they are delivered to the exceptional standards required.

MAIN DUTIES AND RESPONSIBILITIES:

1. Lead and manage the International Operations team, overseeing the effective delivery of national team camps, including match planning, team travel, team accommodation, training camp logistics, compliance with governing body regulations, and liaison with host associations and external partners.
2. Ensure effective people management across the International Operations team, including performance management, regular feedback, development support and the promotion of high standards of delivery.
3. Identify and implement opportunities to enhance operational delivery across all age groups, while motivating and mentoring team members and embedding a culture of continuous improvement.
4. Ensure all staff are appropriately trained, supported and equipped to deliver their responsibilities effectively and in line with agreed procedures.
5. Ensure casual staff are managed effectively and that all related processes are followed accurately, consistently and efficiently.
6. Develop, implement and maintain consistent operational processes across the team, ensuring they are clearly documented, communicated and adhered to throughout the department.
7. Manage and monitor international team budgets, ensuring effective financial control and providing regular financial updates and insights to the Technical Director.

8. Lead long-term operational planning to ensure the effective and efficient use of resources across the department.
9. Lead operational project management for the delivery of tournament football across the men's and women's senior national teams.
10. Lead the ownership, coordination and effective utilisation of the nominated software platform supporting the project management of international windows and fixtures.
11. Oversee cap presentation processes to ensure they are consistent, up to date and delivered in a timely manner in line with agreed Irish FA policy.
12. Build strong and effective working relationships across internal departments, particularly with technical, performance and medical teams, and work closely with medical staff to support player care, treatment logistics, medical screening arrangements and overall camp readiness, ensuring aligned and seamless operational delivery.
13. Facilitate regular communication between the technical and operations staff and coordinate the planning and review of international camps across all national teams.
14. Develop and maintain strong working relationships with relevant external stakeholders, including selected team travel agencies, to support effective programme delivery.
15. Act as a key operational contact for other National Associations and governing bodies, including UEFA and FIFA.
16. Ensure accurate, up-to-date and effective record keeping across all areas of responsibility, including the collection and maintenance of master data for current players and backroom staff, such as passport and travel documentation.
17. Maintain a high level of awareness of the importance of safeguarding sensitive information and contribute to the Irish FA's reputation as a trusted organisation.
18. Always comply with all other company policies, procedures and working practices.
19. Take responsibility and ownership for own personal development plan. Proactively participate in training and development opportunities, staff performance appraisals and reviews as required.
20. Perform the job in accordance with the company's policies and procedures, especially the Equal Opportunities and Harassment Policy and Procedure.
21. Any other reasonable duties as may be requested from time to time.

Note: In the interest of the efficient management of the Association, the duties described in the above job description will be reviewed periodically and may be subject to modification or amendment after consultation with the postholder.

PERSONNEL SPECIFICATION – International Football Operations and Administration Manager

Criteria:	Essential:	Desirable:
1. Education & Qualification	<p>1.1 Third-level qualification (or equivalent professional qualification) in sports management, business administration, event management or a related discipline, or</p> <p>In the absence of a formal qualification, a minimum of 4 years' professional experience in a relevant sports management, business administration, event management or related discipline with proven ability to apply these principles in practice.</p>	<p>1.3 Degree qualification in Sports Management, Business Management, Event Management or related discipline.</p>
2. Experience	<p>2.1 Minimum 2 years' experience in operations, administration project management or event management role.</p> <p>2.2 Proven experience of planning and delivering complex events, or programmes involving multiple stakeholders and tight deadlines.</p> <p>2.3 Experience of managing staff, including performance management, development and team leadership.</p> <p>2.4 Experience of budget monitoring, financial reporting and resource planning.</p>	<p>2.5 Previous experience in a professional sporting, football, or national team environment or a similar high-performance setting.</p> <p>2.6 Experience of tournament or international travel planning.</p>
3. Skills, Knowledge & Competencies	<p>3.1 Excellent organisational and planning skills with the ability to manage multiple priorities and deadlines.</p> <p>3.2 Strong leadership skills with the ability to motivate, support and develop others.</p> <p>3.3 Strong written and verbal communication skills, with the ability to build effective relationships</p>	<p>3.7 Knowledge of FIFA, UEFA and/or National Association regulations and competition requirements.</p> <p>3.8 Understanding of safeguarding, information security and data protection requirements in a sporting environment.</p> <p>3.9 Experience using</p>

	<p>internally and externally.</p> <p>3.4 Strong attention to detail, with the ability to maintain accurate records and ensure compliance with procedures and regulations.</p> <p>3.5 Ability to analyse information, solve problems and make sound operational decisions under pressure.</p> <p>3.6 Competence in IT systems and Microsoft Office applications relevant to planning, reporting and administration.</p>	<p>specialist systems for travel, budgeting, scheduling or athlete/team administration.</p>
<p>4. Personal Disposition</p>	<p>4.1 Professional, reliable and highly organised approach to work.</p> <p>4.2 Proactive, adaptable and resilient, with the ability to remain calm and effective in demanding environments.</p> <p>4.3 Collaborative and service-focused, with a commitment to high standards and continuous improvement.</p> <p>4.4 Willingness and ability to work unsociable hours, including evenings and weekends, and to travel as required in support of international football activity.</p>	
<p>5. Other Requirements (5.4-5.6 Are Post Job Offer)</p>	<p>5.1 Proof of eligibility to work in the UK.</p> <p>5.2 Have a valid passport allowing unrestricted international travel.</p> <p>5.3 Have a valid full driving license and access to a car for business use.</p> <p>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.</p>	

	<p>5.5 Two satisfactory employment references, one of whom should ideally be the current/most recent employer.</p> <p>5.6 Enhanced Access NI checks with satisfactory clearance.</p>	
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ADDITIONAL INFORMATION

Closing date: The closing date for completed applications is 23 June 2026. 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: 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.

Vetting & Safeguarding: The Irish FA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and employees to share this commitment. This role involves work with young people and is subject to Enhanced AccessNI checks, including barred list checks. Clearance through this system is required.

Criminal Records & Ex-Offenders: Having a criminal record will not necessarily bar an applicant from being considered for this role. The Irish FA has a formal policy on recruiting ex-offenders, and applicants will be assessed fairly in line with this policy. Convictions will only be taken into account where relevant to the requirements of the position.

Disclosure Information Handling: The Irish FA operates a written policy on the secure handling, use, storage, and retention of disclosure information. All personal information obtained through AccessNI/DBS checks will be handled confidentially and in compliance with data protection legislation.

Equal Opportunities: The Irish Football Association is an equal opportunities employer and welcomes applications from all sections of the community. However, as women are currently under-represented in our workforce, we would particularly welcome applications from women. All appointments will be made on the basis of merit.