



JOB DESCRIPTION

Role: Football Operations Intern (MCWFC)	Business Function: Operations
Reports to: Operations Manager	Department: MCWFC Operations
<p>Purpose: <i>Brief summary outlining purpose, scope and complexity of the role.</i></p> <p>To support the Operations Manager and Team Operations & Administration Executive in the organisation of day-to-day operations of Manchester City's Women's FC 1st team and Girls Academy.</p>	
<p>Accountabilities with Key Outcomes: <i>Describe essential accountabilities the job performs and key outcomes. Accountabilities should be listed (max of 8) in order of importance.</i></p>	
1	Girls Academy Operations – To assist the Team Operations & Admin Exec in the arrangement of all matchdays for the Girls Academy including pitch bookings, liaison with away teams, liaison with referees, including organising payment. Ensure all football operational aspects of a matchday are in place as required. Support the Girls Academy Technical Director as necessary.
2	Girls Academy Administration - Input and keep up to date a database for storing personal information for all teams from U10s through to Development Squad. Keep up-to-date records of registration of Girls Academy players. Collate any expense claims and liaise with Finance to ensure they are processed in a timely manner. Liaise with coaches and parents regarding schedules and itineraries as necessary.
3	First Team Operations – To assist the Operations Manager and Team Operations & Admin Exec in the arrangements of matchday for the first team as and when required. Co-ordinate tickets requests from 1st Team players for issue on a matchday.
4	First Team Fan Mail – Collate and respond to any fan mail received, liaising with other departments as appropriate. Organise signing sessions, liaising with other departments in the business to collate requests.
5	Affiliated Club Operations – Support the Operations Manager in the execution of benefits for Manchester City Women's affiliated clubs including collating ticket requests, organising signed memorabilia, assisting in organising 'affiliated club day' and coaching sessions as required.
<p>Knowledge, Skills and Experience: <i>Please give details of the knowledge, education, formal qualifications, specialised training or experience required for the job. Indicate whether requirement is essential or desirable.</i></p>	



<u>Essential</u>	<u>Desirable</u>
<p>Possess excellent IT skills working with Excel, Word and other software applications. The candidate must also be comfortable working both individually as well as making positive contributions within a team environment.</p> <p>First class communication skills are essential to this role in maintaining the wider group are up to date with latest schedules, itineraries and general information. Being able to work to deadlines and under pressure will also be key within this role. A flexible approach and the ability to travel is required.</p>	<p>Knowledge of women’s football and the talent pathway for girls.</p> <p>Experience of working within a sporting organisation and/or office environment</p>

<p><u>Job Impact/Influence Measures:</u> Show data in approximate or in a range which job has impact on. Please state if the impact is direct or indirect. Think about financial elements e.g. budget, scale of role e.g. people management, network reach, sales impact etc.</p>
<p>N/A</p>
<p><u>Decision-making Authority:</u> Indicate what decisions the job is expected to make and what it is expected to recommend.</p>
<p>N/A</p>

Organisation Chart

