



DERBYSHIRE FA



**DERBYSHIRE FA**  
**FOOTBALL OPERATIONS MANAGER**  
**ROLE PROFILE**





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## 1. THE ROLE

Derbyshire FA are committed to equality of opportunity and welcome applications from all sections of the community. The successful candidate will be responsible for leading and managing the Football Operations department.







## 2. ABOUT DERBYSHIRE FA

Derbyshire FA is the governing body for football in Derbyshire. We are responsible for leading, serving and developing the game at grassroots level.

We are on a mission to support and connect with the footballing community in Derbyshire, providing a safe and inclusive environment for all.

We pride ourselves on the following values:

### INNOVATION

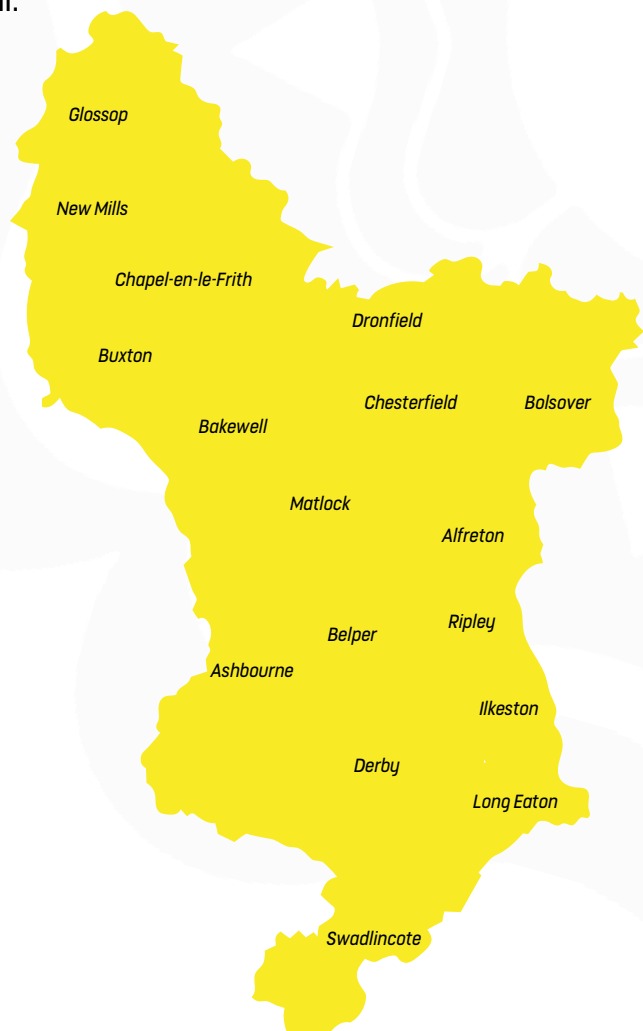
Adopting new technologies and digital platforms for training and communication, encouraging creativity to our community.

### INSPIRATION

Showcasing success stories, celebrating local talent and leading by example with teamwork, perseverance, and fair play.

### INCLUSION

Implementing programs that ensure underrepresented groups can participate in all areas of football.





## 3. ROLE DESCRIPTION

Role Title	Football Operations Manager
Reports to	Chief Executive Officer
Location	Derbyshire FA, 8 & 9 Stadium Business Court, Millennium Way, Derby, DE24 8HP
Salary	£37,000 - £43,000
Term	Fixed term until 30th June 2028

### JOB PURPOSE

- To support the delivery of The FA National Game Strategy in the County FA as part of the Senior Management Team (SMT).
- To provide strategic, innovative and professional direction to our Football Operations. The role will ensure provision of compliant effective and efficient adherence of The Football Association's regulations.
- To manage the financial profiling of Derbyshire FA and provide regular reports to the CEO.
- To manage an efficient programme of events including Discipline, Registrations, Memberships and Sanctioning.
- To manage and maintain the assets of the business.
- To support in the delivery of diversity and inclusion targets and in creating an inclusive culture across the business.
- To ensure that the business effectively implements and maintains The FA's Safeguarding 365 Standard within Football.

### JOB RESPONSIBILITIES

#### MANAGERIAL

- To proactively challenge the delivery of Officers to ensure that targets are met.
- To effectively line manage those Officers reporting to the role holder and ensure FA Performance Management systems are in place and adhered to.
- To be a key member of the SMT and contribute effectively to the running of the business.
- To manage all attributed financial budgets aligned to the role holder and to report effectively to the CEO.
- To provide monthly, quarterly and annual management information as requested by the SMT.
- To produce accurate and relevant management information to improve performance and inform decision-making of the business.
- To manage, coordinate and lead on assigned business projects.
- To actively contribute to the delivery of the National Game Strategy at a local level.
- To ensure that all complaints are dealt with effectively in line with the Derbyshire FA complaints procedures.
- To execute tasks as required to meet Derbyshire FA's changing priorities.





## **FINANCE**

- To support the CEO with the production of effective budgets.
- To review the budgets alongside actual financial performance.
- To be the key contact for all banking and investments, ensuring that optimal levels of cash reserves are effectively managed and reported to the CEO on a regular basis.
- To ensure employee and volunteer expenses are correctly managed.
- To oversee the accounting software, ensuring it is accurate and up-to-date.
- To ensure compliance with external regulatory agencies such as HMRC, accountants and auditors.
- To effectively manage short and medium term cash flow.

## **REGULATIONS & SANCTIONS**

- To manage and coordinate the administrative requirements of the Regulatory, Sanctioning and Disciplinary processes within grassroots football, in accordance with The FA rules and regulations.
- To manage the sanctioning of all club and league tournaments/festivals and competitions are sanctioned in accordance with The FA regulations.
- To manage and coordinate the annual Adult SCOR (Standard Code of Rules) and Youth SCORY (Standard Code of Rules for Youth) process.
- To coordinate the annual league sanction process, ensuring all member leagues are sanctioned in accordance with FA regulations.
- To coordinate the annual Derbyshire FA provision of resource at all sanctioned league AGMs.
- To oversee any any appeals made by a club in relation to a decision made by a league.

## **COMPETITIONS**

- To oversee the effective administrative structure for all County Cup competitions.
- To oversee a continuous annual operations review and a longer-term competitions strategy.
- To ensure all competitions rules are managed and maintained effectively.
- To manage and coordinate The FA's ticket allocations.
- To oversee the effective use of The FA's Whole Game System.
- To develop digital and IT platforms to enable effective delivery of the strategy and meets the needs of the game in Derbyshire.

## **EVENT MANAGEMENT & CUSTOMER EXCELLENCE**

- To validate any event delivered by or associated to Derbyshire FA.
- To facilitate a full audited compliance and sign off process, prior to commencement or communication of an event.
- To ensure the 'Designated Event Coordinator' is on track to deliver prior to the event.
- To coordinate post event debriefs.
- To lead on and register all Derbyshire FA events, while collating a central point for customer service feedback.
- To ensure all Derbyshire FA events and sanctioned festivals/competitions are fully compliant.
- To listen to and consult with U18s on their experiences of grassroots football as part of the Youth Engagement Strategy.



## SAFEGUARDING

- To work in accordance with The FA Safeguarding 365 Standards and abide by the Safeguarding Code of Conduct.
- To deputise in the absence of the Designated Safeguarding Officer.
- To collaborate with the DSO to ensure the affiliation, sanctioning and registration processes are managed effectively and safeguarding requirements are met by clubs, leagues and referees.

## KNOWLEDGE & EXPERIENCE REQUIRED

### ESSENTIAL

- Graduate calibre
- Proven leadership skills
- Proven competency in the use of IT and database systems
- Experience of financial management and use of accounting software e.g. Xero
- Excellent organisational and time management skills, with the ability to work under pressure and meet deadlines
- Excellent communication and presenting skills
- Proven track record of managing a team
- Knowledge and experience of CRM systems
- Knowledge of FA regulations and sanctions
- Knowledge of County and FA competition structure
- The ability to demonstrate effective performance management
- Innovative problem solving and decision-making skills
- Strong project management skills
- A passion for sports and sports business
- Significant administrative experience
- Full UK Driving Licence

### DESIRABLE

- Awareness of the functional and political workings of County FA's
- Knowledge of Derbyshire FA member clubs and leagues
- Knowledge of league and club structures
- Financial Qualifications
- Knowledge of the FA Whole Game System, Full-Time System and other FA systems
- Ability to identify and progress new opportunities
- Ability to work with minimum supervision and set priorities







Role Profile signed off on behalf of the board by the Chairman	<b>Name</b>	<b>Signature</b>
	Frank McArdle	Frank McArdle
Date Role Profile agreed by the Board:	7 March 2025	

## 4. HOW TO APPLY

- To apply for the role, please send a CV and Cover Letter to Head of Partnerships & Facilities, Liam Rooney at [Liam.Rooney@DerbyshireFA.com](mailto:Liam.Rooney@DerbyshireFA.com).
- Complete the Equality & Monitoring Form linked below. Please note that completing this form is entirely voluntary.

## EQUALITY & MONITORING FORM

## 5. SELECTION PROCESS

- Applications must be submitted before midnight on Friday 4 April 2025.
- Shortlisting for the role will commence on week commencing 7 April 2025.
- Successful applicants will be selected for an interview to take place on Thursday 17 April 2025.
- If you have any queries or questions regarding the role, please contact Liam Rooney at [Liam.Rooney@DerbyshireFA.com](mailto:Liam.Rooney@DerbyshireFA.com) for an informal conversation.







**DERBYSHIRE COUNTY  
FOOTBALL ASSOCIATION**