

# CAREER OPPORTUNITY

## Operations Assistant

### ➤ About the Role

The Scottish Professional Football League (SPFL) is recruiting an Operations Assistant to join the operations team. The position is an entry level role and ideal for an enthusiastic candidate who seeks experience in a challenging and fast-paced environment. A strong interest in Scottish football would be a clear advantage. The successful candidate will play a crucial supporting role in a small team assisting with day to day operations of the League and its competitions. There will also be opportunity to support the operations of the Scottish Women's Premier League (SWPL), a subsidiary company of the SPFL.

### ➤ Responsibilities

Reporting to the Head of Operations, your responsibilities will include:

- Assisting the SPFL and SWPL operations staff with day-to-day tasks.
- Assisting with the organisation of meetings, such as managing room bookings and catering requirements, maintaining attendee lists and minute taking.
- Maintaining up to date records and key information required by the League.
- Undertaking a number of administrative tasks.
- Support the delivery of SPFL and SWPL competitions and events, including the Premier Sports Cup, the SPFL Trust Trophy and SWPL Sky Sports Cup.

### ➤ About You

The successful candidate will have the following attributes:

- Strong administration and communication and skills.
- Strong IT skills in MS Office.
- Effective time management.
- Ability to work flexibly with some evening and weekend work required.
- Ability to work collaboratively to tight timescales.
- Ability to work independently.
- Have a confident and professional demeanour at all times.
- Strong work ethic and positive attitude.
- Ability to balance multiple workstreams and prioritise in a fast-paced environment.

Desirable:

- An interest in Scottish football

Closing Date: Friday 4 October 2024



*The SPFL is looking for an organised, proactive and efficient Operations Assistant*

The SPFL is the body responsible for organising and commercialising the foremost football competitions in Scotland involving all 42 senior professional football clubs.

The SPFL is seeking an Operations Assistant who will support with the smooth-running of the events and operations of the SPFL and SWPL. This is an exciting opportunity to work within the top level of Scottish football and support the continued development of the SPFL and SWPL's operations.

Salary: £22,000 per annum

### ➤ To Apply

*Eligible candidates must send a cover letter and complete CV to: [info@spfl.co.uk](mailto:info@spfl.co.uk)*

 <https://spfl.co.uk>

 Hampden Park, Glasgow