

The Scottish Women's Premier League Limited  
Hampden Park  
Glasgow  
G42 9DE

**Recruitment – Competitions Manager**

The SWPL wishes to recruit a Competitions Manager. On 15 February 2022, Scottish Women's Football ("SWF"), the Scottish FA and the Scottish Professional Football League ("SPFL") jointly announced that, from summer 2022, responsibility for the top two divisions of Scottish women's football would pass from SWF to the SPFL.

The successful candidate will be an integral member of the new SWPL team as we progress into a new era of women's football in Scotland. The successful candidate will lead the organisation of the SWPL's competitions. Strong management, administration and communication skills are required and an interest in women's football would be a clear advantage.

As with any small team, a collaborative approach will be essential. The successful candidate will also be able to demonstrate an ability to work independently and have a confident and professional demeanour at all times. A full job description is detailed below.

The role is usually based at Hampden Park, Glasgow. However, flexible working arrangements will likely be possible for the coming months.

For an informal discussion about the role or to apply, please send a covering letter and CV to interim Managing Director [Fiona.McIntyre@scottishfa.co.uk](mailto:Fiona.McIntyre@scottishfa.co.uk)

The closing date for applications is **Friday 20<sup>th</sup> May** and it is intended that interviews will take place **wc 30<sup>th</sup> May**.

**ROLE TITLE:** COMPETITIONS MANAGER

**RESPONSIBLE TO:** MANAGING DIRECTOR

**LOCATION:** HAMPDEN STADIUM, LETHERBY DRIVE, GLASGOW

**ROLE DESCRIPTION:**

The successful candidate will be an integral member of the new SWPL team as we progress into a new era of women's football in Scotland. The successful candidate will manage the planning, preparation and implementation of the SWPL's competitions. The successful candidate will also become a key contact for clubs.

**MAIN DUTIES:**

- In conjunction with relevant partners/staff, manage the planning, preparation and implementation of all SWPL's competitions:
  - 2 x league competitions
  - 1 x league cup competitions
  - Play off competitions as required
- To work with key partners including the Scottish FA and Scottish Women's Football (SWF) and support the activation of any commercial and broadcast partnerships
- To provide general administrative support to the Managing Director

**PERSON SPECIFICATION:**

**QUALIFICATIONS:**

- Degree educated

**EXPERIENCE:**

- At least two years' experience in a similar role. Sports industry experience is not required but would be beneficial

**SKILLS, KNOWLEDGE & ABILITIES:**

- An excellent communicator, written and oral
- Excellent administration and organisation skills
- Confident dealing with a range of stakeholders on a day-to-day basis
- Ability to work at pace and under pressure

## **PERSONAL ATTRIBUTES:**

- Proactive, dynamic and happy to work on own initiative
- Ability to work at pace, managing conflicting demands and deadlines
- Ability to remain calm and professional under pressure
- Ownership – of the role and tasks
- Passionate about driving women's football forward
- Willingness to work evenings and weekends on occasion as required

## **Salary:**

The salary for this role is negotiable depending on the background and experience of the successful candidate.

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