



Job Description (First Team Operations Manager)

Job Title	First Team Operations Manager	Date Prepared	August 2025
Reports to	Head of Football Operations	Hours of Work	Full time – to suit hours of role
Direct reports	NA	Location	Training Ground Stadium Away Match Venues

Job Role

As the Men's First Team Operations Manager, you will be responsible for managing the logistical and operational aspects of the Men's First Team, ensuring seamless coordination and execution at the Vale training ground. You will play a key role in planning, scheduling, and communicating crucial information to internal and external stakeholders, guaranteeing that all operations run efficiently and effectively.

Key Responsibilities

1st Team Operations

- Collaborate with coaching, medical, sports science, analysis, kit, and administration departments to create an optimum schedule and fit for purpose arrangements, for training matches and tours.
- Attend all 1st team training sessions & matchdays (home & away) ensuring the requirements of both players and staff are met.
- Collaborate with key operational areas, including administration, security, cleaning, catering, pitches, kit & equipment, and travel suppliers to ensure seamless day-to-day execution of 1st team operations.
- Liaise with the club catering supplier regarding training schedules, feeding numbers and service delivery.
- Contribute to the Away Travel planning process and be the main Cardiff City point of contact during all Away journeys for hotel, bus, flight, and other operational matters.
- Undertake other reasonable duties as requested by the Head of Football Operations.

Kit & Equipment

- Support the operation and administration of the Kit, Equipment, and laundry department.
- Liaise with and support the First Team Kit Manager ensuring all players and staff have the appropriate kit and equipment to operate effectively.
- Use an online stock system to ensure an accurate record of all kit and equipment is always maintained.

- Complete orders for equipment, training kit, match kit, footwear, and leisurewear ensuring that these fall within the agreed budget.
- Ensure that all kit department vehicles are correctly maintained.

Training Ground Operations

- Conduct regular inspections of facilities ensuring that they meet performance and health and safety standards and comply with relevant legislation.
- Ensure all defects in building, furniture and fittings are reported through the appropriate channels and repairs carried out in a timely manner.
- Develop and implement a facility management program including preventative maintenance.
- Liaise with the FAW and ground staff regarding training schedules, pitch preparation, watering schedules, pitch usage and frost covers.
- Manage and monitor the training ground cleaning contract, ensuring the training ground is cleaned to a high standard.
- Work with the Security & Maintenance Operative to identify potential security risks and respond to emergencies and incidents promptly.
- Perform Fire Marshall duties.

Club Responsibilities

Health and Safety

- To take responsibility for your own health, safety, and welfare, ensuring compliance with Cardiff City Football Club's Health and Safety Policy, procedures, and safe systems of work.

Data Protection

- To take responsibility for the protection of personal data and confidential information, ensuring compliance with General Data Protection Regulations and Cardiff City Football Clubs Data Protection Policy.

Training & Development

- To undertake all reasonable training, learning and development activity designed to support you in your role.

Diversity and Equality

- To be responsible for your own behaviour and act in a manner that avoids and discourages any form of discrimination or harassment; to comply with Cardiff City Football Club's Equal Opportunities Policy.

Knowledge, Skills and Experience Required

- Previous experience within football operations, logistics, facilities management, or travel co-ordination.
- Previous experience in a sporting environment preferable.
- Previous experience in stakeholder management.
- Excellent planning and organisational skills with high attention to detail.
- High degree of computer literacy skills.
- Excellent Interpersonal Skills to build rapport and foster collaboration amongst the team and wider departments.
- Ability to communicate concisely, assertively, and effectively with various professional disciplines and at all levels of an organisation.
- Hold current clean driving licence and have use of own vehicle and Business Insurance.
- Pro-active and able to work effectively under own initiative and as a team member and to anticipate and prioritise different workloads.
- Ability to adapt quickly and have flexible attitude.
- Must be able to maintain absolute confidentiality.

Equality

Cardiff City Football Club promotes equal opportunities in employment we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Safer Recruitment Policy

Cardiff City Football Club operates a 'safer recruitment policy' and is committed to safeguarding and promoting the welfare of children and adults at risk and expects all staff and volunteers to share this commitment. All appropriate reference checks and Enhanced Level Disclosure and Barring Service (DBS) checks form a significant part of this recruitment process.

How to Apply

Should you feel that you have the necessary skills and experience required for the role and wish to apply for this position, please email a copy of your up-to-date CV together with a covering letter outlining why you feel you would be suitable for this role to: advert@myjobvacancies.co.uk

Closing Date

Wed 20th August (5pm)