



## JOB VACANCY

**JOB TITLE** Women's Teams Football Operations & Administrator  
**DEPARTMENT** Football Operations & Administration

**RESPONSIBLE TO** Head of Women's' Football

**SALARY** Competitive  
**CONTRACT** Permanent Full-time, 40 hours a week  
**WORK FLEXIBILITY** The position will involve working irregular hours; evenings, weekends and bank holidays  
**Location** Joma HPC, Swansea City AFC Academy Training Ground

### THE ROLE

This is a new role which will work day-to-day within the Football Operations and Administration Department, providing essential administrative support to all Women's' Teams.

### RESPONSIBILITIES

- Coordinate training and matchday facilities, including bookings and communication across all women's age groups
- Support with the preparation and execution of player registrations, contracts, and ensure compliance with league and governing body regulations
- Assist with FAW licensing processes and requirements
- Assist and oversee matchday operations, including venue coordination, equipment, and match officials
- Support all age groups with kit and equipment ordering and distribution
- Provide dedicated administrative support to the Head of Women's Football
- Maintain accurate and up-to-date player records, including personal and contact information
- Manage general office administration, including filing, document control, and record keeping
- Support the planning and delivery of trials, commercial events, and workshops
- Coordinate logistics for internal and external activities involving the women's teams
- Build and maintain positive relationships with players, parents, and staff
- Work closely with all women's team staff to ensure effective communication and alignment
- Undertake any additional duties as required by the Head of Women's Football



## JOB VACANCY

### PERSON SPECIFICATION

- Experience within women's and girls' football is desirable but not essential
- Previous experience in a football administration or operations role is desirable
- Knowledge of, and genuine interest in, the women's and girls' football landscape in Wales
- Strong organisational skills with the ability to manage multiple priorities and meet deadlines
- Good written and verbal communication skills
- Confident working collaboratively across multi-disciplinary teams
- Strong interpersonal skills, with the ability to build and maintain relationships with a wide range of stakeholders
- High level of attention to detail
- Flexible and adaptable, able to respond effectively to changing priorities in a fast-paced environment

### GENERAL STATEMENT

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview.

### SAFEGUARDING & WELFARE

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children).

The Company may also conduct online searches of candidates who have been shortlisted as part of its safer recruitment procedures. Appropriate references will be required.

### EQUALITY, DIVERSITY & INCLUSION STATEMENT

Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role.

We are particularly encouraging applications from women, disabled people and individuals from diverse ethnic communities who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.



## JOB VACANCY

### CRIMINAL RECORD CHECK REQUIREMENT

This role will require an Enhanced DBS Check.

### HOW TO APPLY

Please complete an Application Form, available [HERE](#). If you require the application form in an alternative format, please email [jobs@swanseacity.com](mailto:jobs@swanseacity.com)

The closing date for this vacancy will be **Monday 18<sup>th</sup> May 2026**.

